DOCUMENT RESUME

ED 164 123 PS 010 320

AUTHOR O'Konski, Gerry, Ed.
TITLE Children, Food, and Family Day Care: A Manual for Sponsorship of the Child Care Food Program in Licensed Family Day Care.
INSTITUTION Olmsted County Dept. of Social Services, Rochester, Minn.
PUB DATE Jul 78
NOTE 127p.
AVAILABLE FROM Olmsted County Council for Coordinated Child Care, 1312 Seventh Street, N.W., Suite H, Rochester, Minnesota 55901 ($10.00)

EDRS PRICE MF-$0.83 HC-$7.35 Plus Postage.
DESCRIPTORS Accounting; *Breakfast Programs; Eligibility; *Family Day Care; Federal Aid; *Federal Programs; Foods Instruction; *Lunch Programs; *Manuals; *Nonprofit Organizations; Nutrition; Program Descriptions; Program Evaluation; Resource Materials; Training
IDENTIFIERS *Child Care Food Program

ABSTRACT

This manual provides detailed information on how local non-profit organizations can sponsor licensed family day care homes for participation in the federally funded Child Care Food Program. This program subsidizes the provision of nutritious meals to children who are not in school. The introductory section of the manual answers basic questions about the program, delineates program benefits, traces the program's legislative history, provides definitions for key terms, and presents a program overview. The second section deals with how to initiate sponsorship. Discussed are the intial steps in calculating the sponsor's reimbursement, the provider's reimbursement, administrative expenses, and financial feasibility. The third section presents (1) step by step information on how to file for sponsor and provider reimbursement; (2) brief suggestions for developing a program to train day care providers to meet USDA minimum nutritional requirements in the meals they serve and to manage the required recordkeeping; (3) steps for monitoring homes; and (4) information about the sponsor's program evaluation. Copies of the forms needed to complete the process of sponsoring a family day care home in the Child Care Food Program are included in the fourth section. The final section contains materials and resources for sponsors to use in their orientation and training programs. (JMB)

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Children, Food, and Family Day Care

a manual for sponsorship
of the Child Care Food Program
in Licensed Family Day Care

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Developed and Published by
Olmsted County Council for
Coordinated Child Care

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Our thanks to the Minnesota Department of Public Welfare and the Minnesota Child Care and Development Advisory Council for recognizing the importance of the Child Care Food Program for Family Day Care, the benefits for the people of Minnesota, and for the need of simplification of the program. This project was funded by a grant from the Child Care Facilities Act, 1977-78. Recognition is given to the grant committee for concurring on the need for this project.

Published, July, 1978, by -

OLMSTED COUNTY COUNCIL FOR COORDINATED CHILD CARE
1312 N.W. 7th Street – Suite H
Rochester, Minnesota 55901

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ACKNOWLEDGEMENTS

We wish to acknowledge and thank the many persons who provided assistance to us in the development of this Manual.

Phil Cohen	Food and Nutrition Service, Chicago, Ill.
Duaine C. Goodno	Project, Inc., Moorhead, Minn.
Estelle Griffin	Department of Public Welfare, Saint Paul, Minn.
Dr. Roy F. House, Jr.	Pediatrician, Mayo Clinic, Rochester, Minn.
Barbara Jilk	Winona County Department of Social Services, Winona, Minn.
Lloyd Johnson	Beltrami County Department of Social Services, Bimidji, Minn.
Cherie Kotilinek	Department of Public Welfare, Saint Paul, Minn.
Judy Lindman	Olmsted County Council for Coordinated Child Care, Rochester, Minn.
Kathleen Robertson	Winona County Department of Social Services, Winona, Minn.

Special thanks to:

Carolyn Brown, Child Care Food Program Specialist, Minnesota State Department of Education for her guidance and encouragement.

Tutti Sherlock, Executive Director of Olmsted County Council for Coordinated Child Care, whose many "I don't understand comments" kept us on the right path.

INTRODUCTION

The Program
Benefits
Legislative History
Definitions

Child Care Food Program

for Licensed Family Day Care

WHAT IS THE CHILD CARE FOOD PROGRAM?

The Child Care Food Program is a federally funded program providing nutritious meals for children who are not in schools. Started in 1968, the program now serves roughly 470,000 children across the country. Funds are available to all eligible child care institutions. The Child Care Food Program is part of the National School Lunch Act, amended by Public Law 94-105 in 1975.

WHAT ARE THE OBJECTIVES OF THE CHILD CARE FOOD PROGRAM?

- -- to help provide nourishing meals and snacks for children which help meet their daily nutritional needs and which are prepared in a pleasant family atmosphere
- -- to provide an opportunity for children to develop good food attitudes and eating habits in an environment which contributes to their development and socialization needs
- -- to assist Family Day Care Providers in understanding the role of nutrition in children's total physical, mental and social health as well as in their ability to learn
- -- to provide financial reimbursement that will increase the Provider's ability to meet the children's nutritional needs.

WHO ADMINISTERS THIS PROGRAM?

The United States Department of Agriculture (USDA) is responsible for national program administration. USDA writes the Federal regulations that guide the program operations. At the state level the Minnesota State Department of Education administers the program.

HOW CAN FAMILY DAY CARE PARTICIPATE?

Family Day Care Providers must have a non-profit organization serve as a sponsor for them.

WHAT ARE THE REQUIREMENTS FOR A POTENTIAL SPONSOR?

A Child Care Food Program sponsor for Family Day Care must be a public or a private non-profit organization.

Non-profit status is established when the Internal Revenue Service agrees the organization meets tax exempt status under section 501(c)(3) of the IRS code of 1954. Obtaining this status often takes a long time so the law allows organizations to sponsor the program if they are "Moving towards Compliance" with the IRS requirement. A copy of the letter to the IRS requesting non-profit status should be sufficient for this purpose. If any organization already operates a federally funded program that requires non-profit status it automatically meets the criteria.

WHAT ORGANIZATIONS WITH TAX EXEMPT STATUS COULD ACT AS A SPONSOR?

- County Department of Social Services
- Child care centers
- Local child care coordinating committees
- Family Day Care Associations
- Community civic organizations
- Churches
- Community Action Agencies
- Other Federally funded programs

HOW DOES AN ORGANIZATION BECOME A SPONSOR?

This manual provides directions in a step by step fashion to guide prospective sponsors in determining whether they wish to sponsor the program. Follow the directions given in the manual and refer to the State Agency for further clarification if needed. Read all of this manual and then reread.

WHAT DOES THE SPONSOR HAVE TO DO?

Sponsoring organizations are responsible for the program finances and administration of the food service program in each Family Day Care Home.

Sponsors must:

Make sure homes serve nutritious meals that meet program requirements.

Compile and keep, for every home, information needed for reimbursement purposes.

Prepare and file with the Child Nutrition Section, Minnesota State Department of Education all claims for reimbursement

Distribute reimbursements to Family Day Care Providers.

Provide training for the Providers in menu planning, food service, and recordkeeping.

Visit Family Day Care homes to monitor the food service.

WHAT DOES THE PROVIDER HAVE TO DO?

The Provider must . . .

. . . serve USDA approved meals and snacks
. . . keep record of food served and numbers of children served
. . . participate in training
. . . open home for monitoring at least twice a year

WHY SHOULD AN ORGANIZATION CONSIDER SPONSORING THE CHILD CARE FOOD PROGRAM?

The Program can help improve the quality of life in Minnesota

. . . for the Child

Good food
Good eating habits reinforced
Nutrients for strong bodies
  - good teeth
  - alert minds
Nutrition education

. . . for the Parents

More choices of licensed care
Assurance of nutritious food for their children
Continuation of home nutrition education

. . . for the Family Day Care Home

Non-taxable income
Increased earnings without rate increases
Help to combat rising food costs
Nutrition education

. . . for the State

$2,000,000 Federal taxes returned to Minnesota
Child care costs kept down
Gap between Women, Infant and Children Program (WIC) and National School Lunch Program filled
More licensed Family Day Care Providers to meet growing demand

WHAT ARE THE BENEFITS OF THE CHILD CARE FOOD PROGRAM?

Child Care provided on a regular basis by persons other than parents is already a fact of life for nearly 40% of American families with preschool children. Home based care continues to expand in Minnesota as an essential part of society's response to growing child care needs, providing a more family-like program than child care centers.

In 1976 there were over 3000 licensed Family Day Care Providers in Minnesota. At this writing there are well over 10,000 homes providing child care. A major expansion in support and educational services has accompanied this growth in most areas of the state. The Child Care Food Program is one of the most beneficial examples of Federal support to emerge for licensed Family Day Care Providers. Many thousands of children in Minnesota have the opportunity to participate in this program but as yet are not enrolled due to lack of sponsoring organizations to administer the program for individual Day Care homes.

The children of Minnesota, their parents, the Family Day Care Providers and the State will all benefit from the expansion of the Child Care Food Program.

Benefits to the child . . .

In recognition of the demonstrated relationship between good nutrition and health, and the long term consequences of early nutrition on subsequent growth and development, the Child Care Food Program offers lifetime benefits. The preschool years are those when food consumption patterns and habits are established that may determine the quality of the diet in later life. (The fact that children under the age of three - the group most vulnerable to nutritional imbalance - are seldom placed in day care centers makes this group difficult to reach except in Family Day Care Homes.)

The preschool child is impressionable and enjoys imitating his elders. Based on the premise that food habits are caught rather than taught, Family Day Care Providers have an opportunity to offer nutrition education in a very special way. A child associates closeness, acceptance and security with the food served by the Provider who thus plays an important role in shaping attitudes toward the acceptance of nutritious foods.

The family orientation is particularly effective for reaching young children. Meals are normally a family function and the concepts associated with good nutrition are reinforced in the minds of children by their association with the familiar meal preparation and serving activities. Nutrition education becomes an integral part of the family eating pattern and the Family Day Care home becomes a teaching laboratory for new concepts and ideas.

The atmosphere in which food is prepared and served is important for ultimately it is only the food that is eaten that nourishes and enriches. As both teacher and cook the Family Day Care Provider is in a position to work closely with the children on an individual basis in helping to instill a positive, curious attitude about food from the earliest years.

In addition to good nutrition, the children will benefit in other ways. When children are allowed to make choices and decisions relating to their food they are building self-esteem. Muscle coordination is developed by allowing the children to serve themselves family style, pour milk and by helping prepare the food. Setting the table, preparing and serving food, and cleaning up allow experience in following directions, special concepts and group activity. Meal time should be a pleasurable experience for socialization as well as fulfilling a physical need.

Judy Lindman

Benefits for the parents . . .

The Child Care Food Program may well be the needed financial incentive to draw more providers into the child care support system and thus offer more choices of licensed child care to the parents in Minnesota. Parents will also receive the assurance that high quality meals will be served to their children at no separate charge. In addition there will be continuity of their efforts to promote sound food habits that begin in the home.

Benefits for the Family Day Care Provider . . .

With an increase in non-taxable income to assist with food purchases more providers could increase their earnings without raising fees above the parents' ability to pay. After food and other costs of care are deducted from the Provider's income, only a meager profit is realized.

Most importantly, the increased income will help providers to continue to serve meals that are adequate in quantity and quality in the face of rapidly rising food prices. In helping to meet the total nutritional needs of the child the program has substantial potential for enriching and improving the quality of child care provided for large numbers of children in Minnesota.

Training and monitoring have been built into the program to promote proper nutrition for growing children and to motivate Providers to work toward this goal. Personal visits and technical assistance are made available to all participants to help them meet their responsibilities for feeding children.

Benefits for the State of Minnesota . . .

The Child Care Food Program for family day care will help fill the gap between the Federal food program for infants (WIC) and the program for school age children (National School Lunch Program). An estimated $2,000,000 in Federal tax monies that are currently flowing out of Minnesota could be returned and invested in the health of our own children if the Child Care Food Program is extended to eligible Family Day Care Homes. The added revenue should also not be overlooked as a means of helping to keep child care costs down. Since only licensed Providers are eligible to participate in the program further incentive will be provided for unlicensed providers to comply with the law.

In order for the Child Care Food Program to have a beneficial impact on the health and well-being of Minnesota's children sponsors are needed. It is hoped that potential sponsors will see the need and help expand the Child Care Program to Family Day Care Homes throughout Minnesota.

HOW DID THE CHILD CARE FOOD PROGRAM GET STARTED?

Legislative History of the Child Care Food Program

The roots of the Child Care Food Program began in 1968 when the National School Lunch Act authorized the formation of the Special Food Service for Children (SFSPC) to help children who were not yet in school because they were too young or were temporarily out of school because of summer vacation. The growth of organized day care and of Federal involvement in child care, plus the publication of new data documenting the ill effects of malnutrition on young children underlined the need for new government food programs directed to preschool children.

The year-round and summer feeding components were basically two different programs that developed out of the same statutory, regulatory and fiscal framework. The humane intent of the legislation was to provide food for children, particularly poor children, and children whose mothers worked. Day care programs could participate in the year-round program only if they served "children from areas in which poor economic conditions exist and from areas in which there are high concentrations of working mothers." Summer programs were located mostly in inner city areas where great poverty existed and all meals were served at no charge to the family.

Regulations promulgated by USDA in 1968 required that only child care centers serving children from areas in which more than 50% of the families met Federal poverty guidelines were eligible for participation. During this time the per meal reimbursements were set by USDA at a fixed rate and did not cover the entire cost of food or labor. Because the rates did not keep pace with rising food costs there was often a decline in quality, quantity and variety of food served to participating children.

Instructions issued to state educational agencies and regional offices on November 12, 1969 made family and group day care homes which provided care for fewer than 12 children ineligible for participation in SFSPC. Large numbers of children were disqualified by this action. Reasons for exclusion were that Family Day Care Homes were too small to make good use of the program and recordkeeping requirements were elaborate and time consuming. Because most child care is done in homes, frequently in the poorest areas, many poor children could not receive subsidized meals.

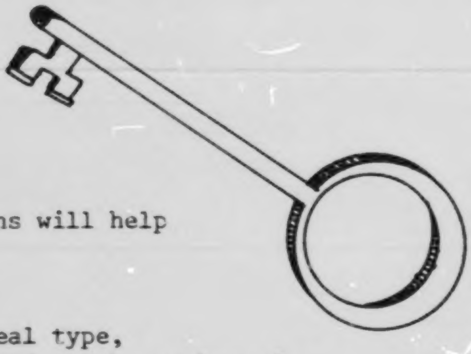
Seeing that it was not in the best interest of millions of children to be excluded from the Program, Congress forced a change of regulations by exacting specific statutory language that broadened the SFSPC to include licensed, registered or approved Family Day Care Homes.

The 1975 amendments to the National School Lunch Act and the Child Nutrition Act of 1966 divided the Special Food Service Program into two independent programs: The Child Care Food Program and the Summer Food Service Program for Children. The Child Care Food Program replaced the regulations governing the year-round SFSPC. The new programs grew out of the simpler and more limited SFSPC targeted to provide good nutrition for preschool children in poverty areas by serving meals at no cost. The expanded Child Care Food Program now specifically makes eligible all preschool children in settings which include Family Day Care Homes. Even though the Program has been broadened to serve all children on the same basis, the emphasis on serving needy children has been maintained. The rational for the different reimbursement rates is based on the philosophy of all former child feeding programs -- to serve particularly the low income child by offering greater cash assistance to sponsors for meals served to needy children. Twenty-nine years after the passage of the National School Lunch Act, all preschool children in residential and non-residential care became eligible to participate in the Child Nutrition Programs.

New regulations allow Family Day Care Providers to claim reimbursement for meals using food cost factors instead of the actual cost of food which had proved too complex under the old SFSPC program. The food cost factor reflects the national average cost of serving a meal to a child. It is based on the Consumer Price Index and is adjusted bi-annually to keep pace with inflation.

A comprehensive nutrition program should be considered a cornerstone in developing and maintaining a healthy population capable of its most creative productivity. Good nutrition is a prerequisite for the normal growth and development of children and for the maintenance of health in adult life. A program to improve the nutritional status of young children must also educate them to eat, enjoy and ask for foods that meet their needs. Nutrition education is an integral part of the total program. Indeed, the goal of all Child Nutrition Programs is to provide nutritious food for children and the opportunity to learn enough about food and nutrition to enable them to choose a nutritionally adequate diet throughout life.

WHAT IS THE KEY TO UNDERSTANDING THE CHILD CARE FOOD PROGRAM?



A careful reading of the following definitions will help to understand the Program's processes.

Blend Rate -- an average reimbursement for each meal type, (Breakfast, Lunch/Supper, Snack) based on the number of children enrolled in each income category (A, B, C) and the USDA reimbursement rate.

Cash Income -- money exclusively made available and used for the food service program, i.e. extra charge the parent may make for meals. (Does not include Title XX payments.)

Cash-in-lieu of Commodities -- money paid to the Sponsor for Lunch/Supper which substitutes for food commodities

Day Care Child -- a child enrolled in a licensed Family Day Care Home for purposes of Child Care

Family -- a group of individuals living together as a single economic unit. related or unrelated. (Example: If a grandparent is living in the home he and his Social Security and other income are counted in family size and income information.)

Food Cost Factor -- a per meal estimate of food costs determined by USDA that can be used instead of maintaining complete and actual records of food costs.

Income Category -- three family income categories representing (A) very needy, (B) needy and (C) non-needy income levels. (Based on guidelines established annually by the Secretary of Agriculture.)

Needy Child -- a child whose family's gross income falls in income category A or B, or has unusually high medical, housing, special education or casualty losses; the child's parent could be a parent-user or a Provider.

Non-Program Adult -- a person over 18 years of age who is not connected with the food service such as visitors to the Day Care Home, parent-users, etc.

Non-residential Child Care Services -- child care that is provided in a home other than the child's own home.

Parent-User -- the parent of a child enrolled in a Family Day Care Home.

Program Adult -- a Day Care Provider or helper who works in the meal service (cooking, serving, cleaning up)

Program Child -- a Day Care child or a Provider's child who is enrolled in the program.

Children of the Family Day Care Provider may be claimed when -- 1. He is participating in the child care activities under the direction of the Provider and is included the licensed capacity of the Home

2. A Day Care Child, enrolled in the Program, is also eating the meal claimed.

Provider -- a person who has a license from the State of Minnesota to provide child care in his or her home.

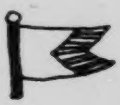
Reimbursement Rates -- the amount of cash paid to the Sponsor for each meal type by income category. Established by USDA on January 1 and July 1.

State Agency -- the organization responsible for administration of the Child Care Food Program in Minnesota:

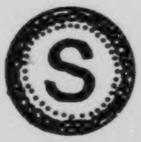
State Department of Education
Child Nutrition Section
550 Cedar St.
St. Paul, MN 55101 Phone: (612) 296-6986

USDA -- United States Department of Agriculture

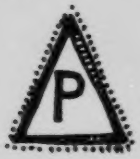
Because some aspects of the Child Care Food Program are confusing three symbols are used to graphically assist the reader.



The flag denotes a problem area. It may be a concept that is difficult to understand or a procedure that has proved difficult to follow.



The circle containing an S denotes material that relates to the Sponsor.



The triangle containing the P denotes material that relates to the Provider.

THE PROGRAM

An
Overview

HOW IS SPONSORSHIP INITIATED?

1. Write for an application:

   Minnesota State Department of Education
   Child Nutrition Section
   550 Cedar St.
   St. Paul, MN 55101

2. Identify a pool of possible Providers for your program. (See page 27)

3. Collect names of Providers as possible participants. (See page 27)

4. Estimate the numbers of children by income category and the types of meals to be served under your sponsorship. (See page 27)

5. Calculate the Provider's potential reimbursements using the estimated information. (See page 33)

6. Calculate the Program's potential reimbursements using the estimated information. (See page 28)

7. Determine whether it would be financially feasible for your organization to become a sponsor. (See page 43)

8. Make the decisions about the program that will be unique to your area. (See page 21)

9. Fill out the Sponsoring Organization Application and submit it to the State Agency for their approval. (See page 59)

10. Contact your first Family Day Care Providers and begin their orientation to the Child Care Food Program. (See page 95)

WHAT DECISIONS MUST A SPONSOR MAKE?

In order for a sponsor to establish a successful program it will need to make decisions that are unique to its community.

1. Decide on a geographic area to be served or a group of Providers to enroll. (See page 27)
2. Decide on the composition of your staff and their responsibilities. (See page 27)
3. Decide which administrative costs must be covered by USDA funds. (See page 37)
4. Decide which administrative costs could be donated by the Sponsor.
5. Decide which reimbursements methods you will use. (See page 28) Recordkeeping should be simple enough so that Providers are not discouraged from participating.)
6. Decide if you will allow Providers to charge separately for meals. (This complicates recordkeeping and could reduce reimbursement to the Sponsor and the Providers.)
7. Decide if you will reimburse Providers for costs in addition to food. (This is not often possible.)
8. Decide how you will train and monitor your Providers.
9. Decide how you will train your Monitors. (See page 53)
10. Develop --
    - --Home Application
    - --Home Agreement
    - --Program Guide
    - --Other forms, if desired
    - --Training program

WHAT STEPS DOES A SPONSOR TAKE TO BUILD THE PROGRAM?

1. Enroll your core group of Providers. (See page 25)
2. Receive approval of your program and a program agreement number from the State Agency.
3. Train the core group of Providers.
4. Have these Providers begin serving meals that meet meal pattern requirements and begin recordkeeping. (See pages 105-109)
5. Collect and file Family Size-Income Data sheets from parent-users by income categories. (See page 73)

   This information is confidential and should not be shared with Provider. Envelopes should be given out with the data sheet so the parents may sign it, seal it in the envelope, and return to the Provider who will mail to the sponsor.

6. Develop a file for each Provider.
7. Collect Menu forms and Meal Count forms from the Providers at the end of the month. (See page 77)
8. Record the date the Menu and Meal Count forms were received on the Provider's Financial Record. (See page 87)
9. Check Menu forms for nutritional content and correct quantities. Make note of problems for further assistance.
10. Check Meal Count Record for names of children served during the month and record any changes on the Provider's Enrollment Form (See page 79)
11. On the Meal Count Record, to the left of the child's names, write A, B, or C to indicate the income category of each child.
12. On the Sponsor's Monthly Summary Sheet (See page 81) record the Provider's name, number of children enrolled in each income category, number of meals served by type and the total monthly attendance.
13. Complete the Claim for Reimbursement form. (See page 85)
14. Receive your check from the State Agency and deposit in the bank.
15. Issue reimbursement checks to your Providers.
16. Monitor participating Family Day Care Homes at least twice a year. (See page 91)
17. Develop and provide additional training for Providers. (See page 51)
18. Open Program for evaluation. (See page 53)

HOW IS A PROVIDER ENROLLED?

The Provider must --

1. Attend orientation meeting (group or individual) or receive a packet of materials.
2. Study materials. (See pages 101-117)
    a. Nutritional information
    b. Menu form and instructions
    c. Meal Count form and instructions
    d. Program Guide
3. Decide on participation.

    If the decision is affirmative the Provider must --

    a. Fill out and sign 2 copies of Home Application (2 for sponsor). (See page 65)
    b. Fill out and sign 2 copies of Home Agreement (1 for sponsor, 1 for Provider). (See page 67)
    c. Give each parent-user a parent letter, a Family Size-Income Data sheet and a Parent Fact sheet. (See pages 69-73)
    d. Return signed Family Size-Income Data sheets to the Sponsor.

HOW IS THE PROGRAM MAINTAINED?

1. Continue to recruit Providers to participate in the program.
2. Re-enroll all Providers once a year.
3. Collect new family size and income information from parent-users once a year.
4. Renegotiate the Program Agreement Application and Management Plan once a year.

INITIATING SPONSORSHIP

Initial Steps
Reimbursement Processes
Administrative Expenses
Financial Feasibility

HOW TO IDENTIFY A POOL OF PROVIDERS TO INITIATE THE PROGRAM

In a low-income area setting geographic boundaries will make identification of Providers an easy task. In some counties the only licensed Providers are those who care for children receiving child care assistance, in which case the county may be designated as the Program area.

In areas where needy children are scattered the identifications process is more difficult. The county Department of Social Services may be able to provide a list of names of Providers caring for children receiving child care assistance (Title XX, county tax dollars, WIN, AFDC work disregard).

(Ten to twenty providers is a good number for starting a program. More may be added later.)

HOW TO COLLECT NAMES OF PROVIDERS

County Department of Social Services may provide the names, license number and licensed capacity of Providers in a given area or of those Providers offering care to children receiving child care assistance. (The names of children and their parents is confidential.)

HOW TO ESTIMATE THE NUMBERS OF CHILDREN AND MEALS SERVED

A Sponsor will need to contact the Providers identified as possible participants and explain the Program. Be sure to emphasize the benefits of the Program and discuss any concerns they may have to gain their cooperation. Have them send the numbers of the children cared for and an estimate of the family size and income levels. Also have them estimate the numbers of meals, by type, that they serve in a month. Both mail and telephone of personal contacts are advised to develop maximum participation.

HOW TO DECIDE ON STAFFING

A Program needs an administrator who will oversee the Program. A Program coordinator is needed to enroll the Providers, check Menu and Meal Count forms. A monitor is needed to make home visits. These duties could be assumed by one person or several, depending on the size of the Program. A bookkeeper is needed for the financial aspects of the Program. Additional Provider training could be done by a staff nutritionist or by outside resource people.

HOW DOES REIMBURSEMENT WORK?

There are two levels of reimbursement in the Child Care Food Program. On the first level money flows from the Minnesota Department of Education to the sponsoring organization. On the second level the sponsoring organization reimburses the Family Day Care Providers. Remaining money may be used for approved documented administrative expenses. Explanations and examples of these processes follow.

Remember:

Ⓢ relates to the Sponsor

P relates to the Provider

HOW IS THE SPONSOR'S MAXIMUM REIMBURSEMENT CALCULATED?

The Minnesota State Department of Education makes payments to the sponsoring organizations is one of two ways.

BLEND RATE METHOD

An average reimbursement figure for each meal (Breakfast, Lunch/Supper, Snacks) is determined for your program. This figure, the Blend Rate, is based on the number of children enrolled in each need category according to meal type. The Blend Rate for each meal type is then multiplied by the numbers of meals served. (See pages)

ACTUAL COUNT METHOD

Actual counts of children, by income categories, being served must be maintained for each meal. The total number of children served, in each income category, is multiplied by the reimbursement rate assigned to each income category to arrive at the maximum reimbursement. This is cumbersome for both Sponsor and Provider.

BLEND RATE METHOD

Most Sponsors will probably use Blend Rates as this will relieve them and the Family Day Care Providers of a time consuming bookkeeping task. Only total counts of meals served to the children daily are needed when this method of reimbursement is chosen by the sponsor.

CALCULATION OF BLEND RATES
(average reimbursement per meal by type, served to a child)

INFORMATION NEEDED:

(a) The current rates of reimbursement for meals served to children

A different reimbursement rate is established by USDA for each meal in each of the three income categories. These are the smae as those in the school breakfast and lunch program.

REIMBURSEMENT RATES*

Income Category	A (very needy)	B (needy)	C (non-needy)
Breakfast	$.4025	$.3325	$.1150
Lunch/Supper	.9225**	.8225**	.2725**
Snack	.2375	.1800	.0600

*Reimbursement rates are updated twice a year on January 1 and July 1 to reflect increased food costs. This chart is effective through June 30, 1978.

**Includes $.1275 cash-in-lieu of commodities. (This is done because commodities have proved unworkable in Family Day Care.)

(b) The total number of enrolled children in all homes by need category.

Sponsor must have family size and income information on file for each child in category A or B to verify his eligibility.

METHOD:

The current rate of reimbursement times the number of children enrolled by need category divided by the total number of children enrolled is equal to the BLEND RATE, or average reimbursement per meal served to a child. A sample calculation follows.

SAMPLE CALCULATION OF BLEND RATES

Number of Category A children	60
Number of Category B children:	90
Number of Category C children:	150
Total enrollment in participating homes:	300

Breakfast

Income Category	Rate of Reimbursement	x	# of Children Enrolled by Need Category	=	
A	$ .4025*	x	60	=	$ 24.15
B	.3325*	x	90	=	29.92
C	.1150*	x	150	=	17.32
				total	$ 71.32
			divided by 300	=	
			Breakfast BLEND RATE		$ .23

Lunch/Supper

Income Category	Rate of Reimbursement	x	# of Children Enrolled by Need Category	=	
A	$ .9225*	x	60	=	$ 55.35
B	.8225*	x	90	=	74.02
C	.2725*	x	150	=	40.87
				total	$170.24
			divided by 300	=	
			Lunch/Supper BLEND RATE		$ .56

Snacks

Income Category	Rate of Reimbursement	x	# of Children Enrolled by Need Category	=	
A	$ .2375*	x	60	=	$ 14.25
B	.1800*	x	90	=	16.20
C	.0600*	x	150	=	9.00
				total	$ 39.45
			divided by 300	=	
			Snacks BLEND RATE		$ .13

A sponsor's Blend Rates (average payments per meal) remain the same from month to month unless:

(1) A change in enrollment is reported on the Claim for Reimbursement (ED-00061-02)

(2) Rates are changed by USDA on January 1 and July 1

The State Agency will notify the sponsor of any change in its Blend Rates.

*effective until June 30, 1978

CALCULATION OF SPONSOR'S MAXIMUM REIMBURSEMENT USING BLEND RATES

Once a sponsor has determined blend rates it can determine the maximum reimbursement that it is eligible to receive.

INFORMATION NEEDED:

(a) The total number of meals served to children for the period of time being calculated

(b) Blend rates for the sponsor based on the number of children enrolled in homes by income category. (See previous page.)

METHOD:

The total number of meals served children times the current blend rate by meal type equals the maximum reimbursement available to the sponsor through the Child Care Food Program.

SAMPLE CALCULATION OF MAXIMUM REIMBURSEMENT

Month of January: Breakfasts served children: 2535
Lunches served children: 5513
Snacks served children? 11806

Meal Type	# of Meals Served	x	Blend Rate	=	Total
Breakfast	2535	x	$.23	=	$ 583.05
Lunch/Supper	5513	x	.56	=	3087.28
Snacks	11806	x	.13	=	1534.78
	Total Possible Maximum Reimbursement				$5205.11

Note: This calculation can be made for any time period. It can be very helpful for budgeting purposes, as well as for determining reimbursement on a monthly basis.

CALCULATING THE PROVIDER'S REIMBURSEMENTS

There are three ways that reimbursement to the Providers may be computed.

(1) The Food Cost Factor Method

This will be used by most sponsoring organizations because of its simplicity. No documentation of food costs is required. This method is strongly recommended.

(2) Actual Food Cost Method

Documentation of food costs is required.

(3) Individual Blend Rate for Each Provider

This method could make it possible for the sponsor to pay less than the Food Cost Factors to those providers who do not care for needy children.

THE FOOD COST FACTOR METHOD

Food Cost Factors are determined by the USDA. on January 1 and July 1 of each year, to be the approximate cost of food for a meal. Each meal type has its own Food Cost Factor or estimate of cost.

To determine the amount due the Provider: Multiply the number of meals served, by type, by the Food Cost Factor.

Meal Type	Monthly Total Served	x	Food Cost Factors*	=	Reimbursement
Breakfast	58	x	$.2550	=	$14.79
Lunch/Supper	94	x	.4550	=	42.77
Snacks	210	x	.1550	=	32.55
	Total Monthly Provider Reimbursement				$90.11

The sum of all of the reimbursements to Providers is the Food Costs for the program and is entered on the Claim for Reimbursement (ED-00061-02).

*Effective until June 30, 1978

ACTUAL FOOD COST METHOD

The actual documented cost of food used to serve day care children could be used as the basis for reimbursing Providers when using this this method.

(a) All food costs must be documented with itemized receipts, etc.

(b) All meals served in the home to children and adults must be accounted for

or

Food used for day care must be purchased and held completely separate from food used for the family.

(c) Food costs must be prorated on a per meal basis.

The process of documenting and prorating expenditures for food used in a home is very cumbersome and should not be considered without carefully evaluating the recordkeeping implications to both the Provider and the Sponsor. Based on our experience this method is not recommended.

INDIVIDUAL BLEND RATE METHOD

A Sponsor could choose to reimburse Providers based on the number of Category A (very needy), Category B (needy), Category C (non-needy) children being served in the home.

The Provider's reimbursement would be computed separately for each individual home in the same manner as the Sponsor's reimbursement is computed. (See pages)

The individual Provider's maximum reimbursement would be compared to food costs (either actual documented food costs or cost computed using Food Cost Factors) in the home, and the lessor amount would be reimbursed to the Provider. A worksheet showing this comparison appears on the next page.

This method is also cumbersome and is not recommended except in unique situations.

Sponsors who wish to use either of these two methods should receive more information and guidance from:

Child Care Food Program Specialist
Child Nutrition Section
Minnesota Department of Education
550 Cedar St.
St. Paul, MN 55101

Provider's Name ______________________ Month ______________

INDIVIDUAL BLEND RATE WORKSHEET
(For Sponsors Use Only)

Blend Rate Calculations:

MEALS	Number of Children Enrolled by Need Category	Multiplied by Current Rate of Reimbursement	Total	Divide by Total Number of Children Enrolled	Equals Blend Rate
Breakfast	A 2	X $ .4025	= .80		
	B 2	X .3325	= .66		
	C 6	X .1150	= .69		
			= 2.15	÷ 10 =	$ .21
Lunch/ Supper	A 2	X .9225	= 1.84		
	B 2	X .8225	= 1.64		
	C 6	X .2725	= 1.63		
			= 5.11	÷ 10 =	$ .51
Snack	A 2	X .2375	= .47		
	B 2	X .1800	= .36		
	C 6	X .0600	= .35		
			= 1.19	÷ 10 =	$ .11

Pay Provider the lessor of the two reimbursements below

A. Using Individual Blend Rate

MEALS	Total Number of meals served by type	Multiplied by Blend Rate for each type	Total
Breakfast	41	X .21	8.61
Lunch/Supper	215	X .51	109.65
Snack	328	X .11	36.08
Total Reimbursement to Provider, if less than Method B		$	154.34

B. Using Food Factor Method

Total Number of meals served by type	Multiplied by Current Cost of Food Factor	Total
41	X .2550	10.45
215	X .4550	97.82
328	X .1550	50.84
Total Reimbursement to Provider, if less than A.	$	159.11

Payment approved by:

Amount of actual payment: $______________ Date________________ Check #__________

ADDITIONAL POSSIBLE PROVIDER REIMBURSEMENT

If, in a particular area, the families of most of the enrolled children are needy (categories A and B) a sponsoring organization could be eligible to receive more Child Care Food Program reimbursement than necessary to pay providers' food costs plus cover the administrative costs associated with the program. In this situation other providers' costs could be documented and claimed for reimbursement under the program.

Following are examples of some related costs:

1. Provider's food service program labor

   If the Sponsor's Total Maximum Reimbursement is a great deal higher than the Total Food Costs, it is recommended that Providers be paid for their food service labor (i.e. minimum wage per hours times assigned amount of time for each meal type).

2. Other possible food service costs

   Non-food supplies used in the program

   Percentage of utilities related to food service program

   Program adult meals

WHAT ARE NECESSARY AND REASONABLE ADMINISTRATIVE EXPENSES?

When an organization sponsors the Child Care Food Program, there will be administrative expenses incurred. Your management plan will include these costs. The state agency will determine if they are reasonable and acceptable when they evaluate your plan.

Reasonable administrative expenses will include:

A. Staff Compensation and Benefits
B. Paper, printing, and office supplies
C. Communications (postage and telephone)
D. Use of space (rent, utilities, insurance)
E. Mileage
F. Staff Development
G. Training of the Family Day Care Providers

HOW DO YOU ESTIMATE STAFF COMPENSATION?

As in most human service programs, staff salaries are the largest expense. The amount of staff time needed will be considerably larger during the "start-up" phase than it will be for the ongoing maintenance of the program.

DURING THE "START-UP" PHASE, HOW MUCH TIME WILL IT TAKE FOR:

- Developing the plan?

  30 to 40 hours

- Enrollment and initial training of family day care providers?

  2 to 4 hours for each provider

- Bookkeeping functions; such as setting up a bookkeeping system, ledger entries, writing checks, etc.

  Up to 3 to 4 hours for each group of 20 providers

DURING THE "ON-GOING" OPERATION OF THE PROGRAM, HOW MUCH TIME WILL IT TAKE:

- To enroll and orientate new providers on a regular basis?

  2 to 4 hours for each new provider enrolled

Information about your community and the area you serve will determine the number of new providers who might be enrolled on a regular basis.

The information for you to consider when making this determination:

A. Number of licensed homes in county.
B. Turn-over in licensed homes (In Minnesota, statistics indicate there is a 1/3 turnover every year).
C. Your goal for the maximum number of homes you wish to enroll.
D. The decision you have made for the method of enrolling licensed homes that serve needy children such as certified homes, a low income area, etc.

- To monitor the family day care homes?

20 to 60 minutes for each provider per visit

Each family day care home must have at least two visits a year. A good plan might be to use the staff that currently licenses family day care homes. If this is done when they are making their regularly scheduled visits, it would take an additional 20 minutes by the licensed workers. If you use someone other than the licensing worker, the time would have to be increased to 45 to 60 minutes to allow for making appointments, travel, and introductions.

- To provide the required training?

5 to 25 hours once a year for planning; 4 to 12 hours for instruction time

It will take 2-5 hours to plan and organize 2 workshops (2 hours long), 3-10 hours to plan and organize 4 workshops (2 hours long), 3 to 4 hours to plan and organize an all day workshop. In calculating total time needed, you would also include actual workshop hours for the presenter. It will take additional time, once you have organized the training, to publicize and enroll the providers. Do not forget to include the costs of training materials such as films, books, handouts, etc.

- For reviewing menus and serving requirements?

10 minutes for each provider every month

- For recording information and calculating providers reimbursement?

10 minutes for each provider every month

- For calculating the Sponsor's reimbursement

20 minutes every month

- For basic bookkeeping functions, such as writing checks, ledger entries, etc.

1 hour each month for each
group of 20 providers

HOW DO YOU ESTIMATE AND PLAN FOR OTHER ADMINISTRATIVE COSTS?

- Paper and office supplies:

Number of forms for each provider each month, times number of providers. Number of out-reach brochures - number of envelopes needed each month, plus miscellaneous.

- Communications - and use of space:

The percentage of time spent by staff on the Child Care Food Program multiplied times the cost of the phone and use of space. For example, if you estimate that a staff person will be spending 20 hours a week on this program, then 25% of the cost of his/her phone and use of space could be considered a reasonable administrative expense.

- Mileage:

You will need to consider the number of homes enrolled, the size of your community, the number of home visits that are part of the plan, as well as the per mile allowance to be made.

- Staff Development:

To effectively manage this program, the staff will benefit from opportunities to improve his/her skills. At least one training opportunity each year should be included. The cost of this will depend on the number of staff hours, plus tuition or conference fee, transportation, and lodging.

What other information should be considered in determining administrative costs?

A. The actual salaries of the individuals involved. An upper level administrative staff person will need to be involved in the start-up of the program. A bookkeeper will be needed a few hours a month. The major portion of staff time could be carried out by a middle-level employee.
B. The employee benefits that are offered by your agency.
C. Area costs rates and salaries.

As a sponsor, you may be willing to support the program by making an in-kind contribution such as use of space, telephone, etc. These costs, however, are legitimate expenses that should be included in your management plan, even though you may not always recover them.

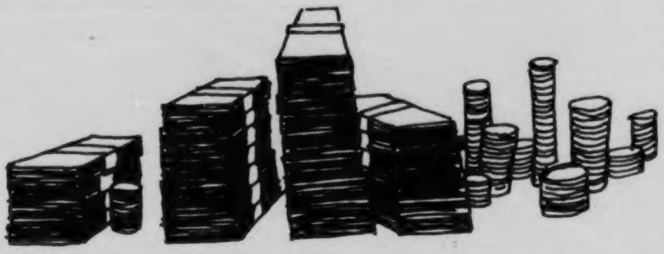
HOW ARE ADMINISTRATIVE COSTS RECOVERED?

Sponsors should claim actual expenses each month, even if recovery is not possible at that time.

Sponsor costs are accumulated from month to month during the fiscal year which ends September 30. Maximum possible reimbursement is also accumulated from month to month. Sponsors who do not recover all of their possible maximum reimbursements in a given month are, in effect, putting money in the bank to spend at a later date for budgeted expenses such as a training workshop. If there are maximum possible reimbursement funds accumulated from previous months the Sponsor may recover present costs from previous maximum reimbursements.

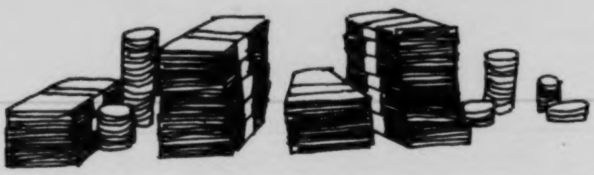
On the other hand, if the maximum possible reimbursement is not adequate to totally cover the administrative costs one month the Sponsor may be able to recover that expense during the following months. At the end of the fiscal year any unclaimed reimbursement funds are no longer recoverable.

FLOW DOWN CHART OF USDA MONIES



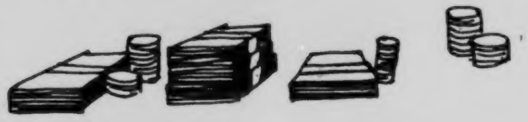
Money paid to the Sponsor by the State Agency.

S



Money paid by the Sponsor to the
Provider for food costs.

P



What is left is available
for the Sponsor's
administrative
expenses.

S

HOW IS FINANCIAL FEASIBILITY DETERMINED?

Some organizations will be able to cover a portion of administrative expenses with their own funds, and to enlist the services of qualified volunteers to perform some program functions. But most sponsors will have to rely exclusively on reimbursement from the State Agency to cover administrative costs. In either event, it is important to determine whether the program will be cost-feasible for your organization.

The process of determining program feasibility has three basic steps:

1. identifying potential providers and children
2. estimating total reimbursement based on the provider/child sample you have identified, and
3. determining likely administrative costs.

The amount of reimbursement you will earn, and thus, the funds available to pay providers and to cover your administrative costs, depends upon the economic status of the children served under the program. With rare exceptions, the program will be cost feasible only if at least half of the children you serve are needy according to USDA family size and income guidelines. The only money that will be reimbursed by the State Agency is the rate per meal (Breakfast, Lunch/Supper, Snacks) times the number of meals served in the home. There will be some money left to pay administrative costs if the Sponsor's reimbursement is greater than food costs paid to the Providers. The Sponsor earns the right to keep the remainder if the administrative costs have been approved and documented.

If you have a large population of needy children and only enroll Family Day Care Providers who are caring for these low-income children you will have ample funds to cover your administrative costs. However, if you enroll Providers who are caring for children from all three income categories and you have a very small number of needy children you will be able to recover only a small portion, if any, of the administrative costs.

When mostly needy children are enrolled:

The Sponsor will receive enough reimbursement funds to pay the Providers their food costs and pay for the Sponsor's administrative expenses.

When mostly non-needy children are enrolled:

The Sponsor may not receive enough funds to pay Providers their food costs or the administrative expenses.

You should, therefore, try to identify providers currently serving mostly needy children. You need to first look at a tentative pool of providers and gather data on the children they serve. Initial contact could be made through a questionnaire to providers. This would supply basic information about their potential earnings and responsibilities under the program and ask:

a) the number of children, including their own, to whom they offer organized child care on a regular basis

b) the number of meals of each type they serve during a typical month to the children receiving organized child care

c) their opinion regarding the economic status of the children they serve. How many do they think are upper income group, middle income, lower income group? Recipients of public assistance?

Note that responses to the last question may not be very accurate. But at this early stage in program planning it would not be appropriate to solicit family size and income data from parent-users.

FEASIBILITY WORKSHEET

Using estimated information gathered from potential participants, you can begin the feasibility process. Do this once using a conservative estimate of the proportion of needy children and then again using a more generous estimate of the number of needy children.

Enter the total number of children here ________

# in A (very needy) category ________
# in B (needy) category ________
# in C (non-needy) category ________

Now use the above figures and the reimbursements rates for each meal type to estimate a blend rate for each meal type. (See page 29)

From the information questionnaires submitted by interested providers, total the numbers of meals of each type they serve during a representative month. Multiply the total of each meal type by the blend rate for the meal type.

Total breakfast ________ X breakfast blend rate ______ = $______
Total lunches and suppers ________ X lunch/supper blend rate ______ = $______
Total snacks ________ X snack blend rate ______ = $______

Now total the projected earnings for the various meal types to arrive at an estimated monthly reimbursement = $______*

Using Food Cost Factors: Estimate how much you pay to Providers each month by multiplying the total number of each meal type served by its Food Cost Factor.

Total breakfasts ________ X $.225 = $________
Total lunches and suppers ________ X $.455 = $________
Total snacks ________ X $.155 = $________

Total food costs $________**

Estimated monthly reimbursement $________*
Minus total food costs $________**
Difference $________

The difference is the amount you will likely have available for administrative expenses, when approved, documented and claimed.

PROGRAM PROCESSES

Claiming Sponsor Reimbursement
Reimbursing Providers
Training Providers
Monitoring Homes
Program Evaluation

STEPS FOR COMPLETING THE CLAIM FOR REIMBURSEMENT FORM*

1. The total number of children enrolled in each income category is recorded on the Claim for Reimbursement (ED-00061-02), Section G. If there is a 15% change in these figures from one month to the next record the new figures in Section G. If the change is less than 15% leave section G blank.

2. The total number of meals served, by type, is entered on the Claim form (Section A).

3. Compute each Provider's reimbursement for the month and enter the total on the Monthly Summary Sheet. When using the Food Cost Factor method multiply the number of meals served by the appropriate Food Cost Factor. (See page 81) Computation may be done on the Meal Count Form.

4. Total all of the reimbursements of Providers to get the sponsor's Food Costs which are entered on the Claim form (Section I).

5. Enter your Administrative costs and other costs in Section I.

6. After you have filled out the front of the Claim form and it has been signed tear off the green (back) sheet. This is your copy.

7. On the back of the green sheet you may calculate the Total Maximum Reimbursement that your program is entitled to.

    a. Under "Numbers" enter the total number of meal type served. Disregard the three income categories.

    b. Under "Reimbursements" enter your Blend Rate for each category.

    c. Multiply the "Number" by the "Reimbursement."

    d. Add up all of the "Totals." This is the Maximum Reimbursement that is possible for your program to receive.

8. Total Food Service Operation Cost is the total of Section I minus any income listed in Section J.

9. You will receive the lesser of these two totals, on a cumulative basis.

*See page 85.

STEPS FOR REIMBURSING PROVIDERS

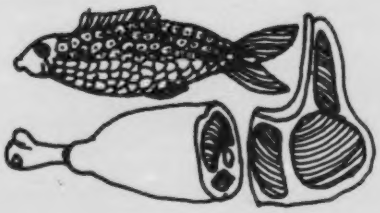
1. Deposit the check received from the Minnesota Department of Education.

   If you haven't received the check within four weeks after submitting a claim contact the State Agency.

2. Write a check to each Provider for the amount of his/her reimbursement.

   Every effort should be made to mail the checks as quickly as possible. Particularly for low income Providers, the time lag may present a real problem because it will be difficult for them to buy the necessary food without the reimbursement money.

Note: If you are establishing a separate checking account for the Child Care Food Program do so before the first reimbursement check arrives from the State Agency, if possible. It does take some time to receive printed checks. (This will eliminate one more possible delay in getting the first check to the Provider.)



SUGGESTIONS FOR DEVELOPING TRAINING

Training materials in this manual have been developed specifically for Family Day Care Providers. It is the Sponsor's responsibility to develop a training program suited to the needs, resources, and geographical area of the Program. Some sponsors may have a series of *group workshops* and/or *individual consultations* or, in remote areas, it may be necessary to develop a *correspondence training program*. *Newsletters* are an excellent method of reinforcing training and updating your program's progress. The *telephone* provides an inexpensive and immediate method of answering questions and offering support. Personal contact is generally appreciated and elicits greater enthusiasm for the Program.

A record of training sessions (group and individual) should be noted on the Provider Training-Review Record (See page 89 .) Space is provided to log telephone calls. This form documents the Provider's training.

Notify the State Agency of formal training sessions you have planned. Occasionally a consultant may be able to attend.

STEPS FOR MONITORING A PARTICIPATING HOME

The Monitor* . . .

1. . . . Makes an appointment for a home visit. (This could be a part of a home relicensing visit.)
2. . . . does not overdress.
3. . . . makes the Provider feel comfortable; developes a rapport with her.
4. . . . reviews Menu forms. (See Checklist, page 91)
5. . . . visually inspects the house for good sanitation and correct food storage practices.
6. . . . discusses sanitary practices with the Provider.
7. . . . encourages the Provider to discuss the Program and ask questions.
8. . . . makes referrals to other resource people if needed.
9. . . . checks Provider Financial Record (page 87) to see if Menu and Meal Count forms are submitted to the Sponsor on time.
10. . . . (optional) evaluates meals for content and quantity of foods prepared (page 93).

SPONSOR"S PROGRAM EVALUATION

The State Agency normally calls or writes to confirm an appropriate date for an evaluation of your program.

If you have any questions about recordkeeping or problems that Providers may be having ask them before the review begins. Use the State Agency representative as a resource. The intent of this visit is to assist the Sponsor with problems, not to find fault. The consultant can be of greater service if you mention specific areas of concern before the start of the evaluation.

The consultant will ask to see certain records. The following records should be on file in your office.

1. Policy Statement/news release
2. IRS documentation of non-profit status under Section 501(c)(3)
   If the sponsor was approved under the "moving toward" provision, the consultant will ask to see all correspondence between you and IRS.
3. Current license numbers of Providers enrolled in your program.
4. Family size and income information for enrolled children.
5. File for each Provider enrolled in the Program containing:
   a. Agreement and Application
   b. Meal Count forms
   c. Menu forms
6. Claim for Reimbursement forms and worksheets.
7. Copy of budget, if food service is funded from sources other than USDA.
8. Documentation of training sessions, on-site supervisory assistance and monitoring. (Training and Monitoring Record for Providers)
9. Documentation of administrative costs.

The State Agency representative would also visit some homes under your sponsorship. At the home, records that the Sponsor requests be maintained (Menu forms, Meal Count forms) by the Provider would be reviewed.

FORMS

FORMS

	DIRECTIONS APPEAR ON PAGE
Sponsoring Organization Application	19
Provider's Enrollment Form	23
Sponsor's Monthly Summary Sheet	47
Meal Count Record	107
Individual Blend Rate Worksheet	34
Claim for Reimbursement	47
Menu Form	106
Home Visit Checklist	53
Provider Financial Record	23
Provider Training—Monitoring Record	51
Invitation	25
Home Application	25
Home Agreement	25
Parent Letter	25
Parent Fact Sheet	25
Family Size—Income Data Sheet	23
Food Production Record	149

SPONSORS . . .

The information, forms and materials in this Manual are for your use.

Forms and training materials are camera ready for the photo-offset process. Punched holes should be covered with white paper so they do not reproduce as black circles. In the upper right hand corner a color name may appear. This is a suggested color for the paper for that particular item. Block out the word (pink) with "Liquid Paper" or paste on a piece of white paper to cover the word. Page numbers should also be "whited out."

The logos and art work that appear through the first half of this Manual may be cut out and used to enhance brochures and training materials the Sponsor chooses to develop.

Read all copy carefully. There are places where the name of the Sponsoring organization, address and other information should be inserted. This information may be typed on white paper, cut to fit the space, and attached with rubber cement.

Some forms, such as the Menu form, may be reproduced on both sides to save printing expenses and file space.

The Provider Training Record and the Provider Financial Record are made to be folded in half, trimmed, and used as file cards.

The invitation to the orientation meeting has been printed to be folded twice, brochure style. Insert into an envelope with the Program logo facing the flap.

Forms have been color coded to:
- Look more attractive.
- Facilitate matching of forms with instruction sheets.
- Aid the orientation process. It is easier for the novice to identify a form by its color than by its title.

It is recommended that training materials also be printed on colored paper to make them more attractive to the Provider and to make identification easier.

Minnesota
State Department
of Education
Child Nutrition Section
510 Capitol Square — 550 Cedar
St. Paul, Mn. 55101

SPONSORING ORGANIZATION APPLICATION

ED-00060-02

CHILD CARE FOOD PROGRAM

▶Read accompanying instructions carefully __before__ entering data on this application.

Legal Name of Sponsoring Organization		Agreement Number	
Address of Sponsoring Organization	City	State	Zip Code
Organization Type (check one) ☐ Public Institution (including Indian Tribal Councils) ☐ Non-profit private Institution	Program Operation Dates: From: ____________ month - date - year To: ____________ month - date - year		
Name of Person Responsible for Food Service	Title of Person Responsible for Food Service	Telephone (include area code)	

▶Mailing Instructions — Return one copy to the State address provided above. Retain one copy for your files.

1. PROGRAM INFORMATION — Provide Current/Anticipated Totals.

A. Age Range (Must be under 19 years old):

From: ____________ youngest To: ____________ oldest

B. Enrollments:

CATEGORY A (FREE)	CATEGORY B (REDUCED)	CATEGORY C (BASIC)	TOTAL

C. Average Attendance

(Children under 19 years old): ____________

D. Number of Child Care Centers (including Head Start):

Total Centers: ____________

E. Number of Family Day Care Homes: ____________

F. Number of Group Family Day Care Homes: ____________

G. Number of Home Start Feeding Sites: ____________

2. PROGRAM ADMINISTRATION INFORMATION

A. Program Operation Administered By (check one):

☐ Sponsoring Organization

☐ Management Company/Other

B. Fee Policy

☐ No fees are charged for child care service (Submit copy of ED-01182-02)

☐ A flat fee is charged for child care service including meals (Submit copy of ED-01182-02)

☐ Separate fees are charged for child care service and Meals (Submit copy of ED-01183-02)

C. Does Sponsoring Organization participate in any other food service programs administered by the Child Nutrition Section of the Minnesota State Department of Education?

☐ YES ⟶ Specify: (1) ____________

(2) ____________

☐ NO (3) ____________

3. CENTER/HOME INFORMATION

A. Do you certify that you have visited each site, and that those responsible for site level programs, i.e., center director(s), and/or provider(s), have been trained in Program requirements?

☐ YES ☐ NO (if no, please explain):

B. Do you certify that each site has capability and facilities for food service planned for number of children for which the facility is licensed?

☐ YES ☐ NO (if no, please explain):

C. Do you certify that each site has passed sanitation and health inspection within the last 12 months?

☐ YES ☐ NO (if no, please explain):

D. Are all children served the same meals regardless of race, color, religion or national origin?

☐ YES ☐ NO (if no, please explain):

4. FOOD SERVICE INFORMATION

A. Meal Preparation (check all that apply):

☐ On-site preparation

☐ Contracted — School/Restaurant/Caterer (attach copy of catering agreement with this application)

☐ Other (Specify): ____________

B. Food Service Participation for All Sites

MEALS/SUPPLEMENTS	Current/Anticipated Average Daily Participation
1. Breakfast	
2. Morning Supplement*	
3. Lunch	
4. Afternoon Supplement*	
5. Supper	

*No more than 2 supplements in one day per child.

5. SPONSORING ORGANIZATION ADMINISTRATIVE PERSONNEL DIRECTLY RELATED TO FOOD SERVICE

(Attach additional sheets if needed)

TITLE OF POSITION (a)	NUMBER OF PERSONNEL IN THAT POSITION (b)	NUMBER OF HOURS SPENT PER DAY ON FOOD SERVICE (c)	WAGES PER HOUR (d)	SPECIFIC PROGRAM DUTIES (e)

6. PERSONNEL DATA FOR CENTER(S) ONLY

FOOD SERVICE ONLY	DIRECTOR	TEACHERS	KITCHEN PERSONNEL	OTHER
TOTAL NUMBER OF OPERATIONAL PERSONNEL AT THE CENTER(S)				

7. REIMBURSEMENT CHOICE

Options are provided for reimbursement for those who do not have facilities for full cost accounting. Check either "A" or "B" below and complete section 10 accordingly.

A. ☐ Total Food Service Program operating costs. (complete all portions of section 10)

B. ☐ Cost of any element or elements of operating costs (complete these portions of section 10 which correspond to the items checked below).

- ☐ Food Costs
- ☐ Labor Costs
- ☐ Other Costs
- ☐ Administrative Costs

8. FOOD COST CHOICE – FOR SPONSORS OF FAMILY OR GROUP FAMILY DAY CARE HOMES ONLY

A. ☐ Actual Food Costs

B. ☐ Food Cost Factors

9. AUTHORIZED SIGNATURES FOR MONTHLY CLAIM FORM (ED-00061-02)

Signature: (1) ______________________

Title: ______________________

Signature: (2) ______________________

Title: ______________________

10. ESTIMATED MONTHLY BUDGET FOR ALL CENTERS AND SPONSORING ORGANIZATIONS

A. Estimated Expenditures (see instructions)	Expenditure Amount
1. Total Food Costs	$
2. Total Direct Labor Costs (not to include administration)	
3. Total Other Costs	
4. Administrative Expenditures a. Salaries/Wages	
b. Supplies/Equipment	
c. Utilities (telephone, electricity, etc.)	
d. Training/Monitoring (including necessary travel)	
e. Other	
TOTAL ESTIMATED EXPENDITURES	$

B. Estimated Income

	Income Amount
1. List all cash income specifically earmarked for food services. Include identifiable meal charges (separate fees) to the child and any other income	$

11. MANAGEMENT PLAN FOR OPERATION OF THE CHILD CARE FOOD PROGRAM AT CENTERS OR HOMES

Outline in detail the organizational administrative structure and procedures with which the Sponsoring Organization will operate this Program. If additional space is necessary, attach sheets as required and number them accordingly. Attach copies of forms you will use to initiate and administer the program.

A. SUPERVISORY ASSISTANCE

Describe the training to be given regarding Program requirements as well as general food service operation. Include information relative to what type of training will be given supervisory and operational personnel in food service; content of training material; planned schedule of training/visiting each site; who will be responsible for training; how training will be documented.

B. MONITORING

Describe the monitoring system to be used to discover training needs and ensure that each site is meeting Program requirements. Include information relative to what type of monitoring will be done; what will be reviewed during the monitoring visits; planned schedule of monitoring; who will be responsible for monitoring; how monitoring will be documented.

C. DATA COLLECTION PROCEDURES

1. Outline your procedure for gathering information from each center or home on the daily number of children served, and the number of meals served by type (breakfast, lunch, supplements, supper). Include information regarding how often this data will be collected from each site; where it will be maintained; who will be responsible for collating and reporting this data for reimbursement purposes.

11–C. DATA COLLECTION PROCEDURES (continued)

2. Describe the method used to collect family size/income data on participating children. Include information regarding when this data will be collected; how changes in the enrollment of children by family size/income group will be monitored; who will be responsible for eligibility determination/reporting.

3. Describe how each of the following monthly Program costs will be determined and reported. Include information relative to how often the required data will be collected; where it will be maintained; who will be responsible for final accountability.

   FOOD:

   LABOR (Direct):

   OTHER:

   ADMINISTRATIVE:

D. DISTRIBUTION OF FUNDS

Describe the method to be used to distribute funds received under the Program to centers and homes. Include informa[illegible] regarding how this method would insure that payments reflect the relative percentage of children in each of the three need categories and do not exceed the documented operating cost of the program.

►ATTACHMENTS MUST BE PROVIDED AS DIRECTED IN YOUR INSTRUCTIONS FOR COMPLETION OF THIS APPLICATION.

CERTIFICATION: I understand that information on this Sponsoring Organization Application, Child Care Food Program is being given in connection with receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Signature – Authorized Official of Sponsoring Organization Title Date

WHAT CHILDREN WILL BENEFIT?

All children enrolled in a participating day care home, regardless of income, race, creed, or color, as well as the provider's own children under the age of six will benefit. (The provider's own children may also be considered offspring of low income working mothers.)

HOW WILL I BENEFIT?

You will receive nutrition education, and you will be able to plan meals with nutrition as the main perspective rather than cost.

If you wish to learn more about the U.S.D.A. Food Program and possibly participate please come to the initial meeting

Date____________________________

Time____________________________

Place___________________________

____

____

Child Care Food Program

for Licensed Family Day Care

$95 a month

$225 a month

Day Care Moms LOVE kids but they also need money.

You can continue to give good care and raise your earnings without raising your rates if you take part in the Child Care Food Program.

WHAT IS THIS PROGRAM?

Good Eating
Reimbursements

It is part of the National School Lunch Act which benefits all school age children. Now the benefits are coming to the preschool children also.

WHAT MUST I DO TO PARTICIPATE?

You must serve United States Dept. of Agriculture approved meals and snacks, much as you have already been doing.
You will receive training in nutrition, menu planning and simple record keeping. Individual help will be available as needed.

(pink)

(pink

WHY SHOULD I PARTICIPATE?

You will . . .

- . . .increase your earnings
- . . .receive menu ideas
- . . .receive good recipes
- . . .continue to serve nutritious meals and snacks inspite of rising food costs

HOW WILL THE CHILDREN BENEFIT?

They will . . .

- . . .continue to receive nutritious meals and snacks inspite of rising food costs
- . . .develop good eating habits
- . . .develop strong bodies
  good teeth
  alert minds

HOW DOES ALL THIS HAPPEN?

You will be reimbursed for most of your food costs to serve your day care children and your own children under the age of 6.

This could mean additional income (non-taxable) of $85, $150 or even $250 a month, depending upon the number of meals you serve.

You will be sent a check monthly for meals and snacks. The present maximum rate for reimbursement is:

25.5¢ for breakfast
45.5¢ for lunch/supper
15.5¢ for snacks

WHAT ARE USDA APPROVED MEALS AND SNACKS?

These meals consist of the nutritious wholesome foods that you are probably already serving in your home. Training and handouts will be available to help you learn the specifics and develop menus.

WHAT HAPPENS IF A MEAL DOESN'T MEET STANDARDS?

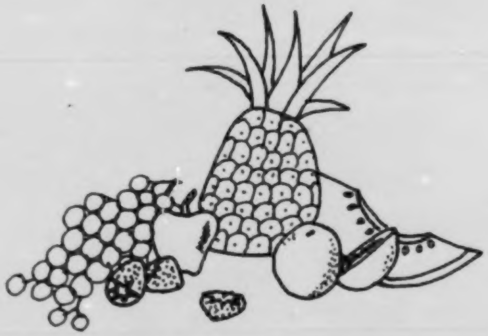
You will receive help in upgrading your menus so that you can make future menus conform to standards.

DO I NEED SPECIAL EQUIPMENT?

No, your clean kitchen with stove and refrigerator is all that is needed.

WHAT IF MY KIDS WANT TO EAT MORE THAN IS SUGGESTED?

You may serve additional foods or larger portions. Check with the parents for guidance.



IS THIS A LOT OF EXTRA WORK?

The first month is a learning experience and may require 2 or 3 hours to do the planning and record keeping. Thereafter you will be able to cut the time down.

HOW WILL THIS AFFECT MY TAXES?

This is tax free income.

Your taxes will go up slightly because you will only use part of your food costs as deductions.

Even though your taxes will go up slightly remember that your income will go up much, much more.

WHAT DO I DO ABOUT THE CHILD WHO HAS ALLERGIES?

The parents must provide you with a statement from a medical authority (doctor, public health nurse) as to what the child can or cannot eat. You plan his menus based on the foods he can eat keeping the basic guidelines for good nutrition in mind.

The same process applies for other children who have medical problems that require a special diet.

ED-01181-02

Minnesota
State Department
of Education

HOME APPLICATION
CHILD CARE FOOD PROGRAM

Sponsoring Organization Name		
Address	City	Zip Code

MAILING INSTRUCTIONS: Complete and return TWO copies to the Sponsoring Organization's address indicated above.

Legal Name of Provider		Telephone/AC/Local No.)
Address of Home	City	Zip Code

FOR SPONSOR USE ONLY ▶	Date Received:	Effective Date:

1. PARTICIPATION DATA

A. Age range From:______ To:______

B. Average Daily Attendance ____________

C. License Capacity ____________

D. Number of Own Children included in license capacity ____________

2. PROGRAM DATA

A. Average number of days a week food will be served:

____

B. Hours of Operation:

From: ____________________________

To: ____________________________

C. Minnesota Department of Public Welfare License expiration date:

____

3. FOOD DATA

CHECK THOSE TO BE SERVED

	Average Daily Participation	Serving Hours	
		From	To
☐ Breakfast			
☐ Morning Supplement			
☐ Lunch			
☐ Afternoon Supplement			
☐ Supper			

4. CERTIFICATION: I understand that information on this Home Application, Child Care Food Program is being given in connection with receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Date ______________________ Provider ____ (Signature)

(salmon)

(Each Sponsor should develop their own agreement
as each Program is unique.)

OLMSTED COUNTY COUNCIL FOR COORDINATED CHILD CARE

Family Day Care Home Agreement

This Agreement is entered into this ____ day of __________, 197__, by and between Olmsted County Council for Coordinated Child Care, 1312 N.W. Seventh Street (hereinafter "Sponsor") and ______________________________
(Provider's Name)

________________ of ______________________________
(Provider's Address)

(hereinafter "Provider"). It specifies responsibilities to be undertaken by Sponsor and Provider as participants in the United States Department of Agriculture Child Care Food Program.

1. Duties of the Provider:

   (1) Maintain daily records, by meal type (i.e., breakfast, lunch, supplement, supper) of (a) menus, (b) quantities served, and (c) total number of children served, for all meal types and service days approved by the Sponsor.

   (2) Maintain daily records, by meal type, of meals served to enrolled children.

   (3) Serve, to enrolled children, and report, meals meeting USDA component and portion requirements only.

   (4) Report only one meal per child per serving period.

   (5) Provide meals without charge to enrolled children.

   (6) On a monthly basis, report information specified by Sponsor regarding newly enrolled children and children who have ceased to attend.

   (7) Permit representatives of Sponsor and USDA to review the food service program in the home.

   (8) Attend Child Care Food Program training sessions as required by Sponsor.

   (9) Mail to Sponsor all of the above records by the fifth day of the month following the month covered.

(salmon)

II. Duties of Sponsor:

(1) Provide all required recordkeeping forms.

(2) Train provider in use of recordkeeping forms, and in USDA meal component and portion requirements.

(3) Monitor and provide assistance to Provider through periodic visits to home.

(4) Make a monthly payment to each Provider in the amount of Child Care Food Program "food cost factors" multiplied by eligible meals served to enrolled children during the month. Such meals earn reimbursement beginning with the effective date of Sponsor's Agreement with USDA. Payment to Provider is contingent upon Provider's timely submission of Program records. If records are late no payment can be made for that month.

III. Sponsor and Provider agree to implement the CCFP in compliance with the Civil Rights Act of 1964, that is, not to discriminate on the basis of race, color, or national origin.

IV. Noncompliance with the terms of this Agreement, or the Provider's failure to take prompt and full corrective actions, will result in cancellation of this Agreement.

V. This agreement can be terminated within 10 days by either the sponsor or provider upon a written notice.

____________________________ ________
Family Day Care Provider Date

____________________________ ________
Executive Director Date
Olmsted County Council
for Coordinated Child Care

Each Sponsor should develop it's own letter and use the appropriate letterhead. This is an example.

OLMSTED COUNTY COUNCIL FOR COORDINATED CHILD CARE

Dear Parent,

Your child has the opportunity to participate in the Child Care Food Program along with other children in his family day care home. This is a Federally funded project that assures that your child will be served wholesome, nutritious meals in spite of rising food costs by reimbursing the provider for some food costs and providing training in nutrition, food service and marketing.

Olmsted County 4Cs will sponsor the program and handle the administrative details. The rate of payment for meals varies according to information on family size and income from all parents of children participating in the program. This information is confidential and is used only to determine the total amount of Federal funding that can be provided. The payments are higher in the lower income categories so it is advantageous to identify all of these children.

Your cooperation is vital to carry out the project. It will help your day care provider serve a variety of nutritious foods to your child while keeping your child care fees as low as possible.

Please return the completed family size-income form in a sealed envelope to your provider. She will return it to our office unopened.

If you have any questions about filling out the forms contact Margaret Mitchell or Gerry O'Konski at the 4C Resource Center, 289-3369.

Thank You.

1312 N.W. 7th Street — Suite H Rochester, Minnesota 55901 507/288-9388

PARENT FACT SHEET -- CHILD CARE FOOD PROGRAM

(blue)

WHAT IS THIS PROGRAM?

It is part of the National School Lunch Act.

It reimburses providers for a portion of the food costs.

This makes it possible for the provider to buy more nutritious foods, i.e. fresh fruits and vegetables.

It provides training to providers in good nutrition.

It promotes nutrition education on the pre-school level.

It encourages your child to eat wholesome nutritious meals --
--for stronger bodies -- for better teeth -- for more alert minds.

WHAT IF MY CHILD DOESN'T LIKE ALL OF THE FOODS SERVED?

He won't be forced to eat everything but he will be encouraged to taste everything. Through this process he may develop new tastes.

WHAT IF THE PORTION SIZES ARE TOO LARGE FOR MY CHILD?

The child only needs to eat enough to satisfy his hunger and sustain him to the next meal or snack.

WHAT IF THE PORTION SIZES AREN'T LARGE ENOUGH FOR MY CHILD?

He may eat larger portions and/or additional foods will be served.

PARENTS AND PROVIDERS SHOULD WORK TOGETHER
TO ENCOURAGE GOOD EATING HABITS.

WHAT KIND OF FOODS WILL BE SERVED IN THE CHILD CARE FOOD PROGRAM?

These are the required components of the meals and snacks:

BREAKFAST

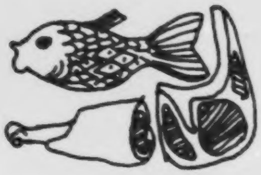
fluid milk
fruit, vegetable, or full-strength juice
cereal and/or bread or equivalent

LUNCH/DINNER

fluid milk
meat and/or alternate
vegetable or fruit
vegetable or fruit
bread or equivalent

AM/PM SNACK

fruit or vegetable or full-strength juice
cookie or bread or cereal or equivalent



Minimum amounts required vary with the ages of the children served.

Some of these foods may be combined, i.e. hot dishes, pizza, fruit salad.

Provider's Name ______________________ (yellow)

After completing this form sign it, place in an envelope, seal and return to your Provider or mail to:

____

____

____

Family Size—Income Data

Dear Parent,

In order for your Day Care Home to participate in the Child Care Food Program we need family size and income information from you. The income levels of all the families determine the amount of reimbursement to the program. (This information is completely confidential and will not affect your cost for day care services.) This program will insure your child of nutritious meals while enabling your provider to keep fees as low as possible.

Names (first and last) and ages of children using day care home:

____

____

INSTRUCTIONS:

1. Circle correct number for "Family Size" (adults and children). A family is a group of individuals living together as a single economic unit, related or unrelated. If you have a foster child see instructions on reverse side before reporting family size.

2. Circle your gross family income on the same line as your family size.

   GROSS INCOME IS YOUR TOTAL FAMILY INCOME BEFORE DEDUCTIONS, INCLUDING WAGES OF ALL WORKING FAMILY MEMBERS, WELFARE PAYMENTS, ALIMONY PAYMENTS, PENSIONS, SOCIAL SECURITY AND ALL OTHER INCOME.

Family Size	Category A	Category B	Category C
1	0 - $ 3930	$ 3931 - $ 6120	$ 6121 and above
2	0 - 5160	5161 - 8050	8051 and above
3	0 - 6390	6391 - 9970	9971 and above
4	0 - 7610	7611 - 11880	11881 and above
5	0 - 8740	8741 - 13630	13631 and above
6	0 - 9860	9861 - 15380	15381 and above
7	0 - 10890	10891 - 16980	16981 and above
8	0 - 11910	11911 - 18580	18581 and above
9	0 - 12840	12841 - 20030	20031 and above
10	0 - 13760	13761 - 21470	21471 and above
11	0 - 14680	14681 - 22890	22891 and above
12	0 - 15590	15591 - 24310	24311 and above

3. Complete section on reverse side called "Hardship Conditions" if your family has experienced hardships affecting your income.

FOSTER CHILDREN (yellow)

A. In those cases where the welfare agency has placed a child in a permanent home and/or subsidizes the adoption of the child, the child is considered as a member of the family household with whom he/she resides. If this describes your foster child, please complete the form using TOTAL family size, including the child, and gross family income, including subsidy from the welfare agency.

B. In those cases where the welfare agency is legally responsible for the child, and the foster home is, in fact, an extension of the welfare agency, the foster child is considered as a one-member family. The payments made by the welfare agency for the care of that foster child are considered the income of that one-member family. If this describes your foster child and he/she is receiving day care services at this site, please check FAMILY SIZE 1, and report as INCOME the total annual payments received from the welfare agency for the care of the child.

HARDSHIP CONDITIONS (optional)

If you wish to note any of the allowed special hardship conditions, please describe the nature of the hardship affecting your family income here:

HARDSHIP	ESTIMATED DOLLAR VALUE
Unusual Medical Bills	______________________
Special Education Expenses due to mental or physical condition of a child	______________________
Disaster or Casualty Losses	______________________
Shelter Cost in excess of 30% of gross income (include utilities)	______________________

In addition, please indicate your Total Gross Family Income:

$____________________

* * * * *

I hereby certify that the information given is true and correct to the best of my knowledge and belief. This information is given for use in connection with the receipt of Federal funds. Deliberate misrepresentation of information subjects the applicant to prosecution under applicable State and Federal statutes. The sponsoring organization may, for cause, verify information.

____ ____________________
(Signature of Parent or Guardian) Date

Complete Address ______________________________ Telephone ____________________

____

(Do not write below this line. For sponsor's use only.)

Category A_____ B_____ C_____ Date __________ Initial __________

CHILD CARE FOOD PROGRAM

in Family Day Care

Provider's name ____________

Date ________ to ________ 19__

			#			#			#			#			#
BREAKFAST	How much?	What kind?		How much?	What kind?		How much?	What kind?		How much?	What kind?		How much?	What kind?	
Fluid milk															
Fruit, veg. or full-strength juice															
Cereal and/or bread or =															
Addition															
AM SNACK															
Fruit or veg. or full-strength juice or fluid milk															
Cookie or bread or cereal or =															
Addition															
LUNCH															
Fluid milk															
Meat and/or alternate															
Veg. or fruit															
Veg. or fruit															
Bread or =															
Addition															
PM SNACK															
Fruit or veg. or full-strength juice or fluid milk															
Cookie or bread or cereal or =															
Addition															
SUPPER															
Fluid milk															
Meat and/or alternate															
Veg. or fruit															
Veg. or fruit															
Bread or =															
Addition															

# = number of children served

(pink)

MONTHLY MEAL COUNT RECORD

(gold)

PROVIDER____________________ Month ____________ 19____

Date	Total Daily Attendance	Breakfast	AM Snack	Lunch	PM Snack	Supper
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						

Return to: Olmsted County Council for Coordinated Child Care
1312 N.W. Seventh St., Suite H
Rochester, MN 55901

DUE IN THE OFFICE ON THE 5TH OF EACH MONTH

Do Not Write Here		NAMES AND AGES OF CHILDREN SERVED DURING THIS MONTH
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	

** Indicate starting date of new children being served by you. Be sure parent fills out Income Data Sheet. Indicate termination date of children no longer served.

I certify that I have followed USDA food portion requirements and meal pattern guidelines and am only claiming reimbursement for meals served to day care and foster children 18 years old and under, any my own children as stipulated by the Sponsor.*

SIGNATURE____________________ DATE____________ 19____

*Only claim your own children if at least one day care child is fed the meal also.

(gold)

USDA MINIMUM FOOD PORTION GUIDELINES (by age)

	AGE 1-3	AGE 3-6	AGE 6-12
BREAKFAST			
1. Milk..............................	½ cup	3/4 cup	1 cup
2. Juice..............................	¼ cup	½ cup	½ cup
3. Bread or Cereal....................	½ slice or ¼ cup	½ slice or 1/3 cup	1 slice or 3/4 cup
LUNCH/SUPPER			
1. Meat..............................			
a. Meat, poultry, fish..............	1 ounce	1½ ounces	2 ounces
b. Cheese...........................	1 ounce	1½ ounces	2 ounces
c. Egg..............................	1 medium	1 medium	1 medium
d. Cooked dry beans and peas.........	¼ cup	3/8 cup	½ cup
e. Peanut Butter....................	2 Tbsps.	3 Tbsps.	4 Tbsps.
2. Vegetable and/or Fruit (2) different kinds to total..........	¼ cup	½ cup	3/4 cup
3. Bread (Whole Grain or Enriched)......	½ slice	½ slice	1 slice
4. Butter or Margarine.................	as desired	as desired	as desired
5. Milk..............................	½ cup	3/4 cup	1 cup
MID-MORNING AND AFTERNOON SUPPLEMENTS (SNACKS)			
1. Milk or Juice or Fruit or Vegetable..................	½ cup	½ cup	1 cup
2. Bread or Cereal or 1 Cookie or = ...	½ slice/ ¼ cup	½ slice/ 1/3 cup	1 slice/ 3/4 cup

Note

Breads and cereals must be enriched or whole grain.

Juices must be full-strength. Juice "drinks", "punches", or "ades" are not acceptable.

A cooked meat patty 3" across, ½" thick is about 2 ounces. (6-7 patties from a pound.)

78

I certify that I have followed U.S.D.A. food portion requirements and meal pattern quidelines.

____

(Signature)

PROVIDER'S ENROLLMENT FORM

Provider's Name	Financial Information Received		Need Category			Starting Date Date Termination
Child's Name	YES	NO	A	B	C	

(buff)

SPONSOR'S MONTHLY SUMMARY SHEET

MONTH ______ 19 ______

Provider	Number of Children Enrolled by Need Category			Total Monthly Attendance	Total Number of Meals Served, by Type				This Month's Reimbursements to Provider
	A	B	C		Br	L	Sn	Su	
Total									

Provider's Name ______________________ Month ____________

INDIVIDUAL BLEND RATE WORKSHEET
(For Sponsors Use Only)

Blend Rate Calculations:

MEALS	Number of Children Enrolled by Need Category	Multiplied by Current Rate of Reimbursement	Total	Divide by Total Number of Children Enrolled	Equals Blend Rate
Breakfast	A	X	=	▨	▨
	B	X	=	▨	▨
	C	X	=	▨	▨
	▨	▨	=	÷ =	$
Lunch/ Supper	A	X	=	▨	▨
	B	X	=	▨	▨
	C	X	=	▨	▨
	▨	▨	=	÷ =	$
Snack	A	X	=	▨	▨
	B	X	=	▨	▨
	C	X	=	▨	▨
	▨	▨	=	÷ =	$

Pay Provider the lessor of the two reimbursements below

A. Using Individual Blend Rate

MEALS	Total Number of meals served by type	Multiplied by Blend Rate for each type	Total
Breakfast		X	
Lunch/Supper		X	
Snack		X	
Total Reimbursement to Provider, if less than Method B		$	

B. Using Food Cost Factor Method

Total Number of meals served by type	Multiplied by Current Cost of Food Factor	Total
	X	
	X	
	X	
Total Reimbursement to Provider, if less than A.	$	

Payment approved by:

Amount of actual payment: $______________ Date______________ Check #__________

Minnesota
State Department
of Education
FISCAL SERVICES SECTION
CAPITOL SQUARE BLDG., 550 CEDAR
ST. PAUL, MINN. 55101

ED-00061-02

CLAIM FOR REIMBURSEMENT

CHILD CARE FOOD PROGRAM

PLEASE READ CAREFULLY

- ▶ Type or print firmly when you complete this claim – you are making three copies. Keep the last (green) copy for your files and return the top three (white, pink and yellow) to the above address within 10 working days of the end of the month reported.
- ▶ All receipts, invoices, and other evidence of purchase must be retained and available for future audit for a period of 3 years and 3 months after the end of the fiscal year to which they pertain.
- ▶ No further monies or other benefits may be paid out under this program unless this report is completed and filed as required under the existing regulations (7 C.F.R. 226).

A IDENTIFICATION OF SPONSOR

Name			Address		
City	State	Zip Code	Telephone (include area code)	Agreement Number	

B ADJUSTED CLAIM

☐ YES

☐ NO

C DATE OF CLAIM

MONTH	YEAR

D FOOD SERVICE ATTENDANCE AND OPERATION

	TOTAL NUMBER OF DAYS FOOD WAS SERVED FOR MONTH OF CLAIM	TOTAL ATTENDANCE FOR MONTH OF CLAIM	TOTAL NUMBER OF DAYS OF OPERATION OF FACILITY FOR MONTH OF CLAIM	FOR STATE USE ONLY
CHILD CARE CENTERS				
FAMILY DAY CARE HOMES				

E NUMBER OF SITES WHERE FOOD WAS SERVED THIS MONTH

CHILD CARE CENTERS	FAMILY DAY CARE HOMES

F CLAIMING METHOD

ACTUAL COUNTS ☐ ▶ ALL FREE AND REDUCED PRICE MEAL INFORMATION MUST BE REPORTED IN PARTS "G" AND "H" FOLLOWING.

BLEND RATE ☐ ▶ REPORT ONLY "TOTAL" FOR ALL TYPES OF MEALS SERVED IN PART "H" BELOW.

G ELIGIBILITY

TOTAL NUMBER ELIGIBLE FOR FREE MEALS Category "A" - Part H	TOTAL NUMBER ELIGIBLE FOR REDUCED MEALS Category "B" - Part H	TOTAL NUMBER NOT ELIGIBLE FOR FREE OR REDUCED MEALS Category "C" - Part H

H MEALS SERVED (See Instructions)

	BREAKFAST				LUNCH				SUPPLEMENTS				SUPPER			
MEALS SERVED TO:	A FREE	B RDC'D	C BASIC	TOTAL	A FREE	B RDC'D	C BASIC	TOTAL	A FREE	B RDC'D	C BASIC	TOTAL	A FREE	B RDC'D	C BASIC	TOTAL
CHILD CARE CENTER CHILDREN																
PROGRAM ADULTS	▨	▨	▨		▨	▨	▨		▨	▨	▨		▨	▨	▨	
NON-PROGRAM ADULTS	▨	▨	▨		▨	▨	▨		▨	▨	▨		▨	▨	▨	
FAMILY DAY CARE HOME CHILDREN																

I OPERATING EXPENSES IN WHOLE DOLLARS (Read Instructions Carefully)

	FOOD COSTS	LABOR COSTS	OTHER COSTS	ADMIN. COSTS
CHILD CARE CENTERS	$	$	$	$
FAMILY DAY CARE HOMES	$	$	$	$

FOR STATE USE ONLY

J INCOME IN WHOLE DOLLARS (Read Instructions Carefully)

CHILDREN'S MEAL PAYMENTS	PROGRAM ADULTS MEAL PAYMENTS	FEDERAL (NON-USDA) FUNDS USED	STATE/LOCAL FUNDS USED
$	$	$	$

FOR STATE USE ONLY

K CERTIFICATION: I certify that to the best of my knowledge and belief, this claim is correct in all respects, that records are available to support this claim, that it is in accordance with the terms of existing Agreement(s); and that payment therefor has not been received. I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein.

Signature of sponsor:	Title:	Date:

(green)

PHONE LOG

Date	Matter Discussed

PROVIDER FINANCIAL RECORD

Name ____________________

Address ____________________

____

Phone ____________________

	APPROVED MEAL TYPES				
	B	AMS	L	PMS	S
Serving Time					

19________

Circle approved days of operation: M TU W TH F SA SU

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTALS
Date Monthly Records Rec'd													
Food Cost Factor Payment													

(buff)

PHONE LOG

Date	Matter Discussed

PROVIDER TRAINING -- MONITORING RECORD

Name ______________________

Address ______________________

____

Phone # ______________________

Approved Meal Types

	B	AMS	L	PMS	S
Serving Times					

Date of Training	Date of Review	Training Topic or Summary of Review Findings

HOME VISIT CHECKLIST

evaluated by ______________________________

Providers's Name ______________________________

Date ______________

	YES	NO	COMMENTS
1. Meal Count and Menu Form Review: a. Meal Pattern meets USDA requirements.			
b. Portion sizes are appropriate for ages of children, and are accurately recorded on menu forms.			
c. Menus indicate that a variety of nutritious foods are served.			
d. Only full-strength juices and whole-grain or enriched cereal products are served.			
e. Daily attendance is recorded.			
f. There is a statement from a doctor or public health nurse for those on special diets.			
2. Sanitation a. Washes hands before preparing food.			
b. Requires each child to wash his/her hands before eating.			
c. Washes hands after handling fresh meats and poultry.			
d. Washes fresh food items thoroughly.			
e. Is careful to keep work area clean while preparing food.			
f. Uses cooking methods that will preserve the nutritional value of foods.			
g. Uses utensils and equipment that are in good condition.			
h. Cold foods served at 40° or below.			
i. Hot foods served at 170° F. or above.			
j. Food is covered and/or refrigerated promptly at the end of the meal.			
3. Opportunity·provided for questions on any phase of the program and appropriate referrals made for additional consultation.			

FOOD PRODUCTION RECORD
FOR SPONSOR'S USE IN DETERMINING CORRECT PORTION SIZES

Providers may use as a tool to determine the correct quantity of food to purchase.

Provider ______________________________ Date ______________

BREAKFAST

Required Food	Food Used	Quantity Used	# of Servings
Milk or fruit/vegetable juice or fruit/vegetable			
Bread or Equiv.			
Additional Foods			

LUNCH OR SUPPER

Required Food	Food Used	Quantity Used	# of Servings
Milk			
Meat and/or Alternate			
Vegetable and/or Fruit			
Vegetable and/or Fruit			
Bread or Equiv.			

SNACK

Required Food	Food Used	Quantity Used	# of Servings
Milk or fruit/vegetable juice or fruit/vegetable			
Bread or Equiv.			

Was each meal served as a unit? _____Yes _____No

Was each child served the appropriate quantity of each item?

Monitor ______________________________ 76

TRAINING MATERIALS

Orientation Materials
Additional Materials
Resources

SUGGESTED ORIENTATION MEETING OUTLINE

A. Introduction

B. What is the Child Care Food Program?

   1. History -- National School Lunch Program
   2. Eligibility of children 18 and under, including the Provider's own children under certain conditions
   3. Why Family Day Care Providers need a non-profit sponsor
   4. Sponsor administers and provides training for Providers

C. Impact of the Child Care Food Program --

   1. For the children --

      a. Assurance of nutritious, well balanced meals and snacks
      b. Reinforces good eating habits and attitudes
      c. Helps provide essential nutrients at a crucial period of development
      d. Beneficial effects on behavior and learning

   2. For providers --

      a. Non-taxable income
      b. Increased earnings without rate increases
      c. Supplemental income to assist with food purchases
      d. Training and technical assistance in the practical aspects of proper nutrition for growing children

   3. For parents --

      a. Assurance of high quality meals for children at no separate charge
      b. Continuity of efforts to promote sound food habits that begin in the home
      c. Program benefits will promote more licensing thus offering more choices for child care arrangements to parents

   4. For the public --

      a. Estimated $2,000,000 federal tax monies returned to Minnesota annually
      b. Another source of revenue to help keep costs down for care of low income children
      c. Helps fill the gap between federal program for infants (WIC) and the program for school age children (National School Lunch Program)
      d. Basis for healthy adults

D. USDA Meal Pattern Requirements

1. If correct amounts are served, the meals and snacks will meet 1/3 or more of daily nutrient and energy requirements of children.
2. Lunch/Supper pattern includes the Basic 4 food groups and should include a wide variety of foods within each group.
3. Foods high in vitamins A and C and Iron should be chosen frequently to satisfy the fruit-vegetable requirement.

E. Explain training requirements

F. Explain recordkeeping procedures

G. Explain monitoring visit

H. Local Policies

I. Handouts

1. 2 copies of the Home Agreement (1 for sponsor, 1 for provider)
2. 2 copies of the Home Application (1 for sponsor, 1 for State)
3. Parent Letter (one for each parent-user)
4. Family Size - Income Date Sheet (one for each parent-user)
   Income information is confidential. Provider should ask parent to fill out the sheet, place in a sealed envelope and return to her so she is sure it is turned in to the sponsor. Without this information on file the sponsor cannot claim maximum Federal reimbursement and may not be able to recoup enough to pay food costs to all providers on the program.
   Be sure to request forms for all parents of newly enrolled children after the program has begun.
5. Parent Fact Sheet (one for each parent-user)
6. C.C.F.P. Guide (1)
7. Menu Forms (4)
8. Instructions for Menu Forms (1)
9. Meal Count Forms (2)
10. Meal Count Instructions (1)
11. Some vegetable and fruits for vitamin A, vitamin C, and iron (1)

    a. These nutrients have been found to be low or deficient in diets of American children
    b. Most commonly found in deep green leafy vegetables, citrus fruits and vegetables
    c. Iron deficiency anemia is considered the most prevalent nutritional disorder of children, particularly between 6 and 24 months
    d. Iron from vegetable sources is generally less well absorbed than iron from animal sources (red meats).
    e. Absorption of iron from vegetable sources may be enhanced when consumed with ascorbin acid (vitamin C) at the same meal.

12. Acceptable bread and bread products (1)

    a. Pastas and rice are unacceptable

J. Ask for questions and concerns

QUESTIONS WHICH MAY BE ASKED BY PROVIDERS

Q. Why does the milk have to be in fluid form?

A. Fluid milk and juices help assure adequate water intake. Make water available at all times. Serve full-strength juices only.

Q. What's wrong with serving juice drinks?

A. Drinks, punches and aids are expensive and high in sugar and water with only 10% juice. They do not contain the nutrients.

Q. What's wrong with packaged snack foods?

A. Sweet or fried snack foods are low in nutritional value and high in calories. Encourage parents not to send these things to your home.

Q. What should I do about my kids? They'll eat more than the required amount if they like the food but they won't eat much if they don't like it.

A. Meal pattern requirements are "minimum" amount necessary for good health. Additional amounts of any food may be served to children according to need or desire. However, no child should ever be forced to eat. Any meal, whether consumed or not, that meets USDA meal pattern requirements may be claimed for reimbursement.

Q. I take care of toddlers and kindergarteners. Do I write down both serving sizes?

A. Portions sizes vary for each age group. It is not necessary to record the amounts served to all age groups. Record the amount served to the oldest child on the menu forms.

Q. How do I list foods that are made in combinations, such as stew?

A. Vegetables may be included in soups, stews, salads, casseroles, etc. while fruits may be combined in salads or gelatin. Be certain to list the kinds and amounts separately on the menu forms, however.

RESERVATIONS PROVIDERS MAY HAVE ABOUT THE PROGRAM

I don't want to lose my income tax deductions.

Most food expenses will not be deductible because costs will be reimbursed and it is tax-free income. However, the increase in taxes is very small compared to the amount of reimbursement received. It can be compared to paying $100 gift tax to receive $1000.

I don't think non-needy children should be helped.

The School Lunch Act benefits all children regardless of income. The child who pays the full price for a school meal is paying only part of what the meal actually cost -- thanks to government aid.

It seems like too much work.

Most Family Day Care Providers work for a profit of 50¢ an hour. (Most day care fees are eaten up by expenses.) At that rate, a Provider who receives $100 a month reimbursement would have to work an additional 200 hours. However, most Providers, once they have learned the processes, can do the extra work in 2 or 3 hours a month.

(purple)

OLMSTED COUNTY 4-C

CHILD CARE FOOD PROGRAM GUIDE

General Purpose and Scope -

Established as part of the expanded National School Lunch Act in 1975; the Child Care Food Program offers federal help to communities to assist in improving the nutritional status of both preschool and school age children. It is available to any licensed public or non-profit private institution providing non-residential child care services. Family and Group Day Care Homes become eligible when sponsored by a public or private non-profit organization, such as 4-C, which takes over the management and administrative details of the food program.

Requirements for meals -

Reimbursement is paid for the costs involved in serving meals meeting U.S.D.A. requirements. Food served will be in portions that meet minimum nutritional needs, according to children's ages, or may be larger.

A breakfast must contain

(1) Fluid milk
(2) Fruit or vegetable, or full-strength fruit or vegetable juice, or both
(3) Whole-grain or enriched bread or cereal

A lunch or supper must contain:

(1) Fluid milk
(2) Meat or meat alternate
(3) Two or more vegetables or fruit
(4) Bread or alternate products made of whole-grain or enriched flour

Snacks must include:

(1) Fluid milk or fruit or vegetable or full-strength juice
(2) Enriched or whole-grain bread or cereal products

A food chart describing portion sizes is printed on the back of the meal count forms to be filled in each month.

Additional foods and/or larger portions may be served.

Reimbursement can be paid for those meals consumed by the provider's own children and foster children under the age of 6, provided at least one day care child is present for the meal being consumed.

(purple)

Meals are available, at no separate charge, to all enrolled children without regard to race, color, or national origin.

Only meals for which no separate charge has been made can be claimed for reimbursement.

Training and individual help will be provided.

Rates for Reimbursement -

The rates of payment to the provider are based on daily "food cost factors" that have been set by the U.S.D.A. from the current Consumer Price Index. Here are the latest adjusted factors:

Breakfast.	.25.50¢ per child
Lunch.	.45.50¢ per child
Supper	.45.40¢ per child
Snack.	.15.50¢ per child

For example, serving a breakfast, lunch and 2 snacks will allow a repayment of $1.02 per child per day.

This is non-taxable income that can make it easier to serve children a variety of nutritious foods.

Family Size Income Data -

It is necessary to gather family size and income information from the parents of the children participating in the program. This information is collected once per year from forms which are distributed to the parents by the day care provider. If the parent does not respond it will be assumed they do not fall into the low income category.

The forms are sent back to the 4-C Office by the parent and used only to determine the total amount of federal funding that can be provided. The provider receives some reimbursement for the cost of meals for all children in her care, regardless of income, however.

Assistance Provided by Sponsoring Organization -

Olmsted County Council for Coordinated Child Care manages the financial and administrative details of the program. Supervisory assistance is provided in the form of a group meeting or home visit which includes a description of the Child Care Food Program, instruction in the use of meal count and menu forms, and completion of application and agreement.

Two yearly follow-up home visits are made by a Family Day Care Licensing Worker of Olmsted County Department of Social Services, where the following are reviewed:

(1) Meal service on the day of the visit
(2) Meal count and menu forms
(3) Kitchen facilities and sanitation practices

(purple)

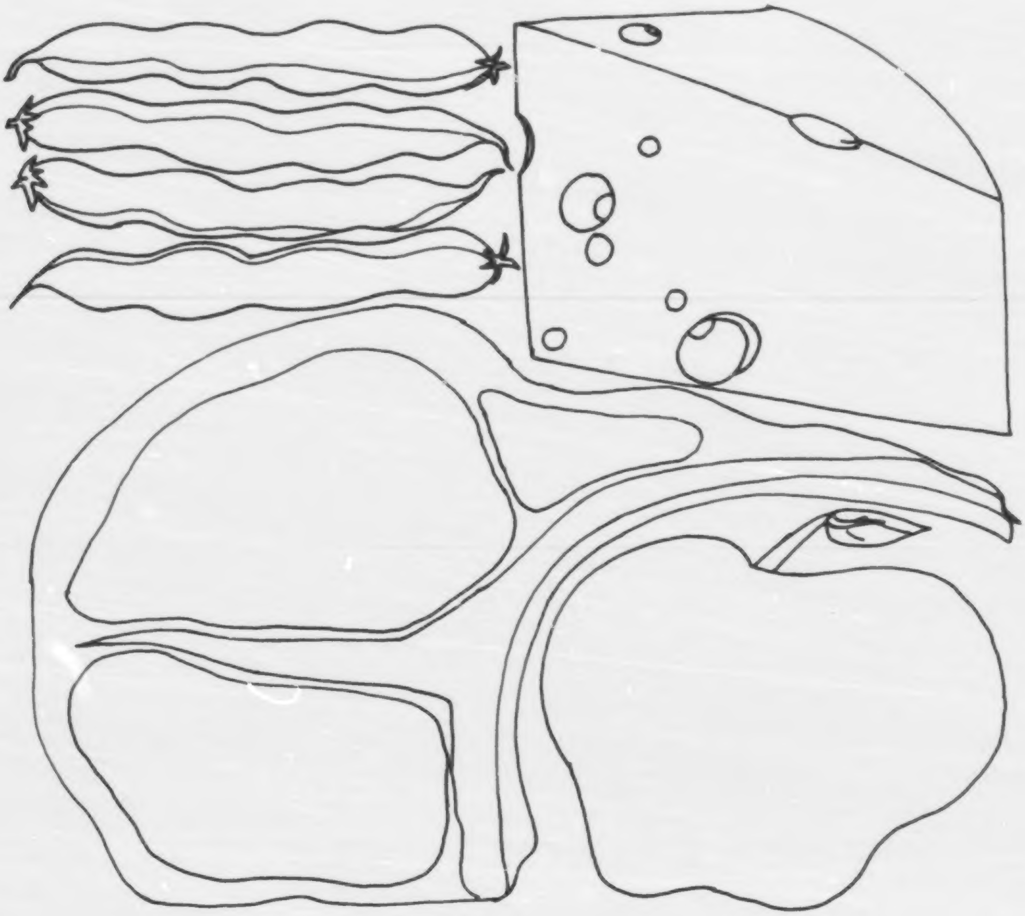
The intent of the visits is to answer questions and to provide assistance on a continuing basis.

A series of 4 training sessions will also be presented on the nutritional needs of children, health and sanitation, menu planning, and other areas of interest.

Program Agreements -

By law, an agreement (contract) between the sponsor and the provider is necessary. It describes the responsibilities to be undertaken by the sponsor and the provider as participants in the Child Care Food Program.

It is hoped that this information has been helpful in describing the Child Care Food Program for Family Day Care Providers in Olmsted County. Please contact the 4-C Resource Center (289-3369) for further information.



(purple)

STEPS FOR PROVIDER'S PARTICIPATION

1. Attend orientation meeting (group or individual).
2. Fill out and sign 2 copies of Home Application (2 for sponsor).
3. Fill out and sign 2 copies of Home Agreement (1 for sponsor, 1 for Provider).
4. Give each parent-user a parent letter, a family Size-Income Data sheet, and a Parent Fact Sheet. (Be sure income data is returned).
5. Study nutritional information.
6. Study menu forms and instructions.
7. Study meal count forms and instructions.

WEEKLY --

-- Plan menus and fill in menu form for coming week.

DAILY --

-- Update menu forms.
-- Record numbers of children served for each meal.

END OF MONTH --

-- Complete Meal Count Record.
-- Send completed menu forms and Meal Count Record to sponsor by the fifth of the month.

TWICE A YEAR --

-- Open home for visitation and review of records.

WHEN AVAILABLE --

-- Attend training sessions.
-- Read newsletters.

(pink)

INSTRUCTIONS FOR COMPLETING MENU FORMS

This form will help you plan your menus, formulate your shopping list and document your program compliance.

A few days before the beginning of the week write your menu plans. (Use a pencil.) Plan the menu to meet individual tastes and ethnic and religious preferences of the children as well as nutritional balance. (Strive for a variety of colors and textures.) Write your selection of foods under "What kind?"

Each day erase any foods not served and write in the foods substituted. Record the amounts served under "How much?" (If the ages of the children vary widely, record the amount served to the oldest child. The food portion guidelines found on the back of the gold Meal Count Record show the minimum required serving size.

In the area marked # you may write the number of program children served. These numbers may later be transferred to your Meal Count Record.

If you serve meals five days a week each page will accommodate a week. If you serve six or seven days per week your weekly menu will flow from one page to another, (M-T-W-Th-F; S-Su-M-T-W; Th-F-S-Su-M).

Please send the completed menu forms and meal count forms to the 4-C Office by the 5th of the following month for which you are claiming reimbursement or you will not receive your reimbursement. New forms will be sent along with your check or you can pick up a supply at the 4-C Office.

CYCLE -- MENU INSTRUCTIONS

Make a duplicate copy of your weekly menu plans for 4 to 6 weeks depending on the variety of your menus. Label the copy you give to the sponsor and your copy in the same way: Week 1, Week 2, etc. File your copies to use for planning for future meals.

If you wish to repeat a week's menus in the future you would write: "Week #____" at the top of the menu sheet instead of filling in all the blank spaces. If you make any changes (serving watermelon instead of an apple) write the change in the appropriate blank space.

This will reduce your record keeping tasks.

From time to time you may wish to make major changes in your menus (new recipes, new children with different tastes). Make a new set of menus for as many weeks as you desire and continue the numbering sequence (Week 7, Week 8, etc.)

(pink)

Menu evaluation checklist

1. Are all components of the meal included?
2. Are serving sizes sufficient to provide young children the required quantity of:
   Meat or alternate or an equivalent?
   Two or more vegetables and/or fruits?
   Enriched or whole-grain bread or an equivalent?
   Fluid milk?
3. Are serving sizes planned?
4. Are other foods included to help meet the nutritional needs of young children and to satisfy appetites?
5. Are the combinations of foods pleasing and acceptable to children?
6. Do meals include a good balance of:
   Color—in the foods themselves or as a garnish?
   Texture—soft, crisp, firm-textured; starchy, and other type foods?
   Shape—different sized pieces and shapes of foods?
   Flavor—bland and tart or mild and strong flavored foods?
   Temperature—hot and cold foods?
7. Are most of the foods and food combinations ones children have learned to eat?
8. Have children's cultural and ethnic food practices been considered?
9. Are foods varied from day to day, week to week?
10. Are different kinds or forms of foods (fresh, canned, dried) included?
11. Are seasonal foods included?

(gold)

INSTRUCTIONS FOR MEAL COUNT FORM

1. Fill in your name, month and year.

2. Record the number of breakfasts, lunches, suppers, and snacks served to program children.

3. "Total Daily Attendance" is the number of program children who ate one or more meals or snacks that day.

4. In the far right column write the names and ages of the children served during the month.

   M. Baker (2)
   B. Tatum (5)

5. When a program child is no longer enrolled in your home mark the termination date after his name.

   T. Nelson (3) 5/30

   If you have some children who do not come to you during the summer or if you close your business down, temporarily or permanently, terminate the children (as above). When the children are re-enrolled you simply add their name and new starting date to your Meal Count Form.

6. If you enroll a new child, or re-enroll a previous child, write the starting date to the left of his name.

   6/1 S. Navarro (1)

7. Do not write in the space to the left of the child's name. This is for office staff to indicate the need category.

8. At the end of the month total your attendance and meal count columns.

9. Sign the form and date it.

10. Mail to: ____________________
    ____
    ____

The forms must be in the office by the 5th of each month.

USDA MINIMUM NUTRITIONAL REQUIREMENTS

	CHILDREN 1 to 3 years	CHILDREN 3 to 6 years	CHILDREN 6 to 12 years[4]
BREAKFAST			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Juice or Fruit	1/4 cup	1/2 cup	1/2 cup
3. Cereal and/or Bread,[1] enriched or whole grain			
Cereal	1/4 cup	1/3 cup	3/4 cup
Bread	1/2 slice	1/2 slice	1 slice
MID-MORNING OR MID-AFTERNOON SNACK (SUPPLEMENT)			
1. Milk, fluid or Juice, or Fruit or Vegetable	1/2 cup	1/2 cup	1 cup
2. Bread or Cereal[1] enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
Cereal	1/4 cup	1/3 cup	3/4 cup
LUNCH OR SUPPER			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Meat and/or Alternate[2]			
Meat, poultry, fish, cooked	1 ounce	1 1/2 ounces	2 ounces
3. Vegetable and/or Fruit[3]	1/4 cup	1/2 cup	3/4 cup
4. Bread,[1] enriched or whole grain	1/2 slice	1/2 slice	1 slice

[1] Or an equivalent serving of cornbread, biscuits, rolls, muffins, etc. made or enriched or whole grain meal or flour.

[2] Cooked lean meat without bone, or 1-2 ounces of cheese, or 1 egg, or 1-3 Tablespoons of peanut butter, or 1/8-1/2 cup of dry beans or peas.

[3] Must include two fruits; or two vegetables or one fruit and one vegetable, to equal the amount shown in the chart.

[4] Age 12 and over receive adult sized portions based on the greater food needs of older boys and girls.

INFANT REQUIREMENTS

	0 to 4 months	4 to 8 months	8 months to 1 year
BREAKFAST			
1. Infant Formula (iron fortified)	4-6 ounces	6-8 ounces	6-8 ounces[1]
2. Infant Cereal (iron fortified)	0-1 Tablespoons	1-2 Tablespoons	2-3 Tablespoons
SUPPLEMENTAL FOODS			
1. Infant Formula or full-strength fruit juice	2-4 ounces	2-4 ounces	2-4 ounces
2. Enriched or whole grain bread or cracker-type product suitable for infants			
Bread	--	1/4 slice	1/4 slice
Cracker Product	--	2 crackers	2 crackers
LUNCH OR SUPPER			
1. Infant Formula (iron fortified)	4-6 ounces	6-8 ounces	6-8 ounces[1]
2. Infant Cereal (iron fortified)	0-1 Tablespoons	1-2 Tablespoons	3-4 Tablespoons (combined)
3. Strained fruit and/or vegetable	0-1 Tablespoons	1-2 Tablespoons	
4. Strained meat, fish, poultry, or egg yolk	--	0-1 Tablespoons	1-4 Tablespoons

[1] Or 4-6 ounces of whole milk and 2-3 ounces of full strength fruit juice.

ADDITIONAL FOODS

To improve the nutrition of participating children, additional food may be served with each meal as follows:

BREAKFAST: Include as often as practical an egg, or a 1 ounce serving (edible portion as served) meat, poultry, or fish; or 1 ounce of cheese, or 2 tablespoons of peanut butter; or an equivalent quantity of any combination of these foods. Additional foods are served as desired. If the child has a weight problem consult with the parents who may wish to consult the family physician

LUNCH/SUPPER: Additional foods may be served as desired.

SNACKS: Include as often as practical a serving or two of meat or alternate such as peanut butter or cheese or other foods needed to satisfy appetites.

Special Note

Vitamins A, C, and Iron should be included every day in at least one meal. Food high in these vitamins and iron include broccoli, (A, C, Iron), carrots (A), tomatoes (A, C, Iron), cantaloupe (A, C), raisins (Iron), and red meat (Iron).

Beverages or drinks made from fruit-flavored powders and syrups, and juice drinks (less than 100%) do not meet program requirements.

SNACK FOODS

- pumpernickle bread
- wholewheat toast
- spoon bread
- bran bread
- cinnamon roll
- muffin
- oatmeal bread
- 1/2 bagle
- cornbread
- pizza
- gingersnaps
- melba toast
- bran muffin
- soft pretzel
- granola cookies
- tangerine
- vegetable juice
- peaches
- fruit cocktail
- pineapple-grapefruit juice
- apple juice
- melon
- orange slices
- baked apple
- milk
- plums
- apple sauce
- grape juice
- raisins
- pears

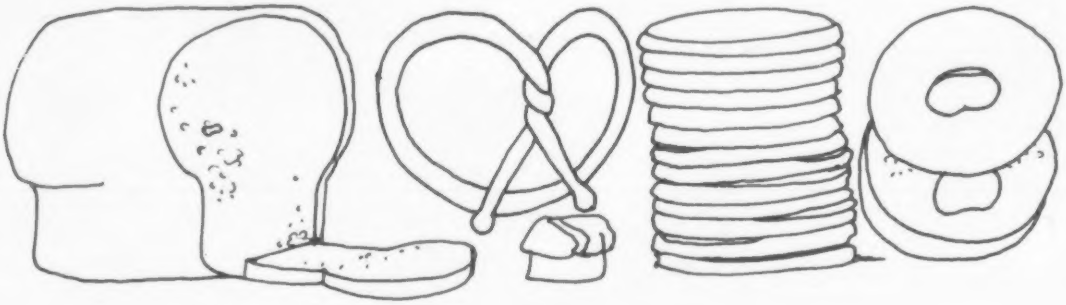
SUGGESTED FINGER FOODS FOR TODDLERS (ONE AND OLDER)

- apple wedges (peeled)
- banana slice
- berries
- carrot curls
- orange sections
- mushrooms
- green beans
- pickle spears
- celery sticks
- cauliflower
- tomato wedges
- meat cubes
- dried peaches
- pear wedges
- watermelon balls
- cantaloupe pieces
- pitted prunes
- fresh peach wedges
- fresh pineapple sticks
- grapefruit sections (seeded)
- green pepper sticks
- small meat balls
- cooked sweet potato
- soft cheese cubes

(buff)

Acceptable bread and bread products

(All products must be made of whole grain or enriched flour or meal)



Group I

When obtaining these items commercially, a *full* serving should have a minimum weight of 25 grams (0.9 ounce). The serving size specified below should have a minimum weight of 13 grams (0.5 ounce).

Item	Serving Size
Bagels	½ bagel
Biscuits[1]	1 biscuit
Boston Brown Bread	½ serving
Buns (all types)	½ bun
Cornbread[1]	1 serving
Doughnuts (all types)[2]	½ doughnut
English Muffins	½ muffin
French or Vienna Bread[3]	½ serving
"Fry" Bread	½ piece
Italian Bread[3]	½ serving
Muffins[1]	½ muffin
Pretzels, Dutch (soft) Twisted	1 pretzel
Pumpernickel	½ slice
Raisin Bread[1]	½ slice
Rolls (all types)[1]	1 roll
Rye Bread	½ roll
Salt Sticks	½ stick
Stuffing (Bread)[4]	½ serving
Sweet Rolls[2]	½ roll
Syrian Bread (flat)[3]	½ section
White Bread[1]	½ slice
Whole Wheat Bread[1]	½ slice

Group II

When obtaining these items commercially, a *full* serving should have a minimum weight of 20 grams (0.7 ounces). The serving size specified below should have a minimum weight of 10 grams (0.4 ounces).

Item	Serving Size
Bread Sticks (dry)	1½ sticks
Graham Crackers	1½ crackers
Melba Toast	2½ pieces
"Pilot" Bread	1 piece
Rye Wafers (whole-grain)	2 wafers
Saltine Crackers	4 crackers
Soda Crackers	1½ crackers
Taco Shells	1 shell
Zwieback	1½ pieces

Group III

When obtaining these items commercially, a *full* serving should have a minimum weight of 30 grams (1.1 ounces). The serving size specified below should have a minimum weight of 15 grams (0.6 ounces).

Item	Serving Size
Dumplings	½ dumpling
Hush Puppies	½ serving
Meat or Meat Alternate Pie Crust	½ serving
Meat or Meat Alternate Turnover Crust	½ serving
Pancakes	½ pancake
Pizza Crust	½ serving
Popovers	½ popover
Sopapillas	½ serving
Spoonbread	½ serving
Tortillas	1 tortilla
Waffles	½ serving

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[1] To determine serving sizes for products made at child care centers, refer to "Cereal products" in FNS 86, "Quantity Recipes for Child Care Centers."

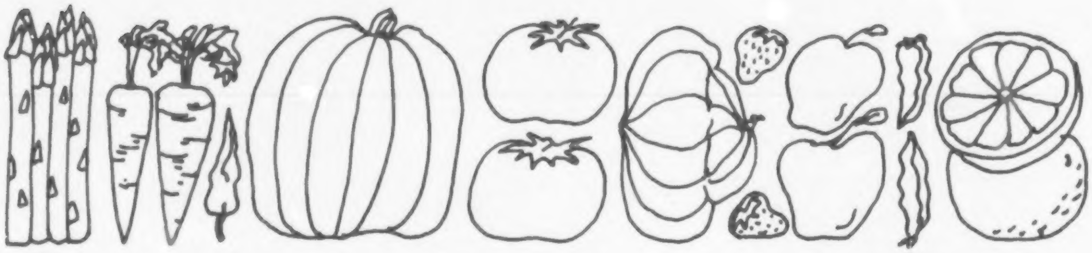
[2] To be allowed as a bread item in breakfasts and supplement (snacks) only.

[3] Denotes commercially prepared products often made with unenriched flour. Check label or manufacturer to be sure product purchased is made with *enriched flour*.

[4] Bread in a serving of stuffing should weigh at least 13 grams (0.5 ounce).

(green)

Some vegetables and fruits for vitamin A, vitamin C, and iron



Vitamin A

Vegetables

Asparagus
Broccoli
Carrots
Chili peppers (red)
Kale
Mixed vegetables
Peas and carrots
Pumpkin
Spinach
Squash—winter
Sweetpotatoes
Tomatoes
Tomato juice, paste or puree
Turnip greens
Vegetable juices

Fruits

Apricots
Cantaloupe
Cherries, red sour
Peaches
Plums, purple
Prunes

Vitamin C

Vegetables

Asparagus
Broccoli
Brussels sprouts
Cabbage
Cauliflower
Chili peppers
Collards
Kale
Okra
Peppers, sweet
Potatoes, white
Spinach
Sweetpotatoes
Tomatoes
Tomato juice, paste or puree
Turnip greens
Turnips

Fruits

Cantaloupe
Grapefruit
Grapefruit juice
Oranges
Orange juice
Raspberries
Strawberries
Tangerines

Iron

Vegetables

Asparagus
Beans—green, wax, lima
Broccoli
Brussels sprouts
Dark green leafy vegetables—beet greens, collards, kale, spinach, turnip greens
Peas, green
Squash
Sweetpotatoes
Tomatoes (canned)
Tomato juice, paste or puree

Fruits

Apples (canned)
Berries
Dried fruits—dates, apricots
Figs
Peaches
Plums, purple
Prunes
Raisins
Rhubarb

SAMPLE MENU--AGE 3-6 YEARS

	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST	3/4 cup milk 1/2 cup grapefruit sections (V-C) 1 pancake, syrup	3/4 cup hot cocoa ½ cup orange slices (V-C) 1 slice cinnamon whole wheat toast (Iron)	3/4 cup milk ½ cup apple juice 1/3 cup oatmeal with raisins (Iron)	3/4 cup milk 1/2 cup grape juice 1/2 bagel with jelly 1 soft boiled egg (Iron)	3/4 cup milk 1/2 cup banana slices 1/3 cup granola
AM SNACK	1/2 cup sliced peaches (V-A) 1 slice raisin bread (Iron)	1/2 cup strawberries and yogurt (V-C) 1 peanut butter cookie	1/2 cup grapefruit juice (V-C) 2 graham squares with peanut butter	1/2 cup milk 1 carrot cookie (V-A)	1/2 cup pineapple juice 1/2-1 blueberry muffin
LUNCH	3/4 cup milk 1/2 slice ham 1/2 slice cheese on 1 slice bread 1/4 cup green beans relish tray (pickles radishes, carrots)	3/4 cup milk homemade sausage and cheese pizza-1/6 of a 12" pizza 1/4 c. tossed spinach greens (Iron) 1/4 cup fruit cocktail Pizza crust=bread	3/4 cup milk 3/4 cup beef stew ¼ cup carrots (V-A) ¼ cup potatoes in stew 1-2 bread sticks	3/4 cup milk chicken salad on English muffin 1/4 cup tomato slices 1/4 cup cucumber slices pudding	3/4 cup milk BBQ hot dog slices 1/4 cup zucchini & green pepper (V-C) 1/4 cup applesauce bun
PM SNACK	1/2 cup milk 1 soft pretzel	1/2 cup applesauce 1 bran muffin	1/2 cup milk 1 corn bread square	1/2 cup orange-grapefruit juice 1 oatmeal cookie (Iron)	1/2 cup chocolate milk 1 slice cranberry-banana bread
DINNER	3/4 cup milk 1½ oz. turkey slices ¼ cup mashed potatoes/gravy 1/4 cup broccoli 1 popover	3/4 cup milk 1 beef patty (Iron) 1/4 cup French fries 1/4 cup peas and carrots 1 hamburger bun cherry crisp	3/4 cup milk 1 tuna patty 1/4 cup tossed salad (V-C) with tomato 1/4 cup purple plums 1 slice buttered rye bread	3/4 cup milk 1 pork chop w/ serving of bread stuffing 1/4 cup brussel sprouts in cheese sauce 1/4 cup carrot sticks (V-A) baked apple	3/4 cup milk 1 chicken drumstick 1/4 cup three bean salad 1/4 cup mashed sweet potatoes(V-A) strawberry shortcake (V-C)

(blue)

A SNACK IS NOT A CANDY BAR AND GUM...

(1) A serving of fluid milk or full strength fruit or vegetable juice or fruit or vegetable or an equivalent quantity of any combination of these foods

and

(2) A serving of whole grain or enriched bread, or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made of whole grain or enriched meal or flour, or a serving of whole grain or enriched or fortified cereal, or an equivalent quantity of any combination of these foods.

The following are not full-strength juices and do NOT *fulfill the juice requirements at breakfast or snack time.*

juice "drinks," "punches" or "ades" or fruit bases
lemonade
limeade
Kool-Ade
Hi-C
Tang
Cranberry juice cocktail
Vita-Sun
popsickles
Gatorade
orange drinks
iced tea
carbonated beverages

Buy only 100% juices.

Not all bread products qualify as bread equivalents. Sweet type dessert items, snack type foods and cereal products do not qualify as bread equivalents in meals served in the Child Care Food Program. The following foods do NOT meet the bread requirement for breakfast, lunch, supper, or snacks.

Twinkies, ding-dongs, Ho-Hos and other sweet type foods
Taco chips, tortilla chips, Chipster, potato chips, corn chips, Cheetos and other extruded and/or shaped items made from grain
Hard, thin pretzels
Pies
Commercial or "mix" cakes, cupcakes or fudge-type brownies
Candy
Popcorn, Cracker Jacks, Fiddle Faddle
Honey
Jelly or Jam

Enriched cookies may be used as a snack but not as a bread equivalent for breakfast, lunch or supper.

Cereal products (RICE, BULGUR, MACARONI, NOODLES, SHAGHETTI) are NOT to be used for the bread requirement since they are needed to round out the meals. A bread equivalent must be served in addition to a main dish made from one of these cereal products.

ADDITIONAL MATERIALS

(suggested form for Family Day Care Providers to give to Parent-Users)

Child Care Food Program

for Licensed Family Day Care

Dear Parents,

Since your child's general food preferences are an important consideration when planning our meals and snacks, we are interested in obtaining information about his/her general eating patterns.

Does your child eat a good breakfast? ______________________

Is the noon meal the "main" meal of the day for your child?

____

What time does your family normally have the evening meal?

____

Child's Favorite Foods	Foods Disliked (Never tastes)

Does your child have any allergies? _______ if yes, list below.

FOOD = LEARNING EXPERIENCES FOR CHILDREN

Food is more than something to eat. It can be used as the basis for a wide variety of learning experiences, from small muscle development to group social experiences.

Because the preparation and serving of food is an integral part of any family day care program and the children like to be involved in activities with their substitute-mom, food activities are a natural. Keep in mind that Providers should introduce the children to new foods, and encourage good eating habits.

Let the children -

plan the menus; talk about nutrition
help select foods at the grocery store
plant, cultivate and harvest foods from the garden or planter boxes
prepare foods; talk about why they are good for our bodies
make place mats
make table decorations
take turns playing waiter or waitress

Have a picnic; in the winter, a basement picnic is fun.

Invite a parent-user for lunch.

Feature one child a day and prepare his favorite food.

If you have a parent of a different ethnic background ask them to share some simple recipes that you can prepare. Talk to the children about differences in foods and encourage their curiosity to try new foods.

Play "pizza parlor." A child must eat carrot or celery sticks to gain admittance. Menu: Pizza (meat, 1 vegetable, bread), milk.

If you go to McDonald's -- make it nutritious -- make it conform to standards. Have the kids eat carrot and celery sticks as you drive there. Order hamburgers, french fries and milk.

Tasting experiences:

a. Use a variety of fruits or vegetables, have each child taste a small section of each and then answer such questions as: How are they alike? How does it taste? Sour? Bitter? Tart? Sweet? What has the most juice?

b. Compare raw and cooked foods: Eggs - custard, scrambled, fried, hard boiled; Greens - lettuce, cabbage, raw and cooked vegetables.

Sound experiences: An important language skill is being able to discriminate between sounds.

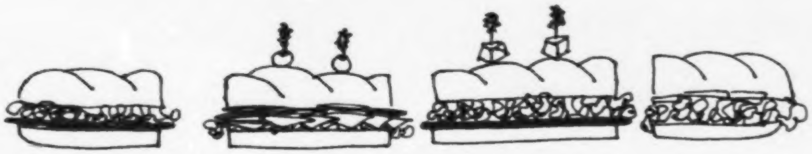
a. Have children learn to listen for one specific sound like corn popping or carrot crunching.

b. Have children close their eyes and try to guess what made the sound - you stir coffee, drink milk, bite an apple, etc.

Visit a farm to see truck crops, dairy cows, chickens. Take the children to the grocery store, a dairy, a bakery. Discuss how the food got from the farm to the store. Take advantage of any opportunity to visit ethnic food stores.

Decorate food attractively. Garnish salads and hot dishes.

Funny face pancakes can be made by placing slices of hot dog on griddle to form a face and then pouring pancake batter over it.



Draw a large mural with trees, sky, ground and water and have the children draw pictures of different foods or cut pictures from magazines and have them place them where they are found growing.

Save small jars, fill with water and place potato eyes in them to root. Save vegetable seeds and plant in soil.

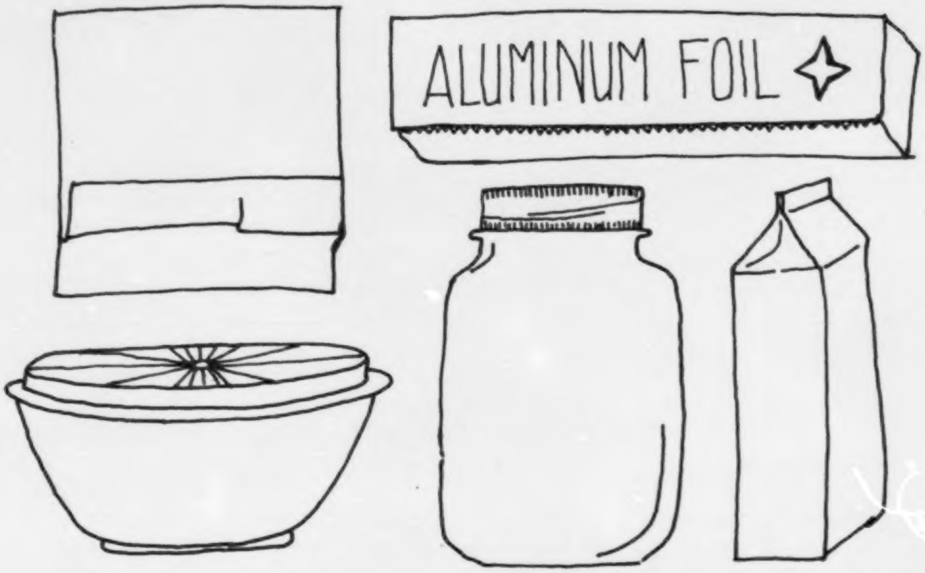
Encourage children to talk about food during the mealtime and tell about how they learned to like a new food.

Have children make paper bag puppets resembling good snack items. Children may draw food items on the bags or cut them out of magazines. They might use fruit juice, milk, peanut butter, crackers with cheese. Puppets can be used for a puppet show.

Compile a cookbook of the children's favorite recipes. Include recipes the children have "created" or take pictures of the children preparing food. Make it into a booklet which could be a gift for the parents.

Be aware of and accept the many attitudes and emotions that children bring to a food experience. Communicate with the parents regularly about the children. A short newsletter of a week's menus and the children's individual reactions to the foods, or a regular meeting of all the parents around the kitchen table to discuss the children's progress and activities is desirable. It is especially important to maintain consistency between the child's home and his Family Day Care Home.

Teaching about food by appealing to the child's interests increases the chances of affecting the child's daily eating patterns for the rest of his life. Help make the learning process one of "guided discovery." Present simple facts and concepts.



Food Preparation—Sanitation

Among the many duties of a Family Day Care mother is that of general in the war against food poisoning and food infection. The battle plan includes good sanitation techniques and proper storage of food. Ammunition and equipment to be used include soap, hot water and refrigerators.

The staphylococcus organism, the major enemy, will grow in a wide range of temperatures from about 50°F to 120°F. At the lower temperature growth is slow but at the high temperatures growth is very rapid. It should be emphasized that when these organisms are growing in food they produce NO obnoxious odors nor is the appearance or flavor of the food altered in any way. It is impossible to sense the presence of these organisms by the appearance or smell of the food. Any food prepared and kept warm for several hours before eating may be a source of food poisoning. A good motto to follow is "When in doubt - throw it out."

FOODS EASILY CONTAMINATED

1. Meat and meat products such as ham, cold cuts
2. Poultry and egg products, chickens, turkeys, custards, egg nogs
3. Prepared salads such as egg salad, tuna salad, potato salad
4. Baked goods such as creme filled pastries, creme pies
5. Sandwich fillings such as egg, tuna, or ham
6. Milk products
7. Prepared dishes such as casseroles and baked beans or any food requiring a great deal of hand mixing

BATTLE PLAN

Elimination of outbreaks of staphylococcus food poisoning requires constant attention to correct food handling practices. The following should be observed when handling food to prevent contamination.

PERSONAL SANITATION

Protect food from coughs and sneezes. Cover the mouth when coughing, dispose of the tissue in a waste container and be sure to WASH HANDS. Keep hands away from mouth, nose, hair and skin infections.

Always have children wash hands before touching food. Wash hands always before handling food and always after handling soiled dishes. Wash hands after each restroom visit and after helping children in the bathroom or after changing diapers.

Do not prepare food if there are sores, infected cuts or skin irritation on your hands (or wear clean and sanitary rubber gloves).

Never taste food with your fingers. Use a clean spoon each time to sample food. Never use your hands to mix food when clean utensils are available.

Carry glasses at the bottom, not near the rim that comes in contact with the mouth. Pick up silverware by the handles, not the end which holds food. Store dishes and utensils in a clean protected place, glasses and cups bottoms up.

No birds or animals should be allowed in the food preparation or storage areas.

EQUIPMENT SANITATION

Avoid the use of cracked or chipped utensils and dishes. Any crack can harbor germs.

If a dishwasher is not used it is best to air dry dishes rather than to dry with a towel. Sufficient soap should be used so the dish washing water is slippery.

Keep all appliances and equipment clean and in good working order. Give special attention to cleaning can openers, stove and refrigerator regularly.

Food preparation surfaces should be washed and sanitized between preparation of different food items (as between meat and salad preparation).

Cutting board should be a hard non-toxic material which is smooth and free of cracks, crevices and open seams.

After cutting any single meat, fish or poultry item the cutting board must be thoroughly washed (not just rinsed or wiped) before another item is cut.

Garbage cans should be lined with plastic liners and should be emptied and cleaned frequently.

FOOD SANITATION

Protect food such as flour, cereals, cornmeal, sugar, dried beans and peas from rodents and insects by storing in tightly covered containers.

Check food supplies before using - when in doubt - throw it out!

Keep cold foods cold (40°F or below) and hot foods hot (cooked and held at 140°F or above). Store food at proper temperatures at all times. Freezer temperature should be 0°F or below. Freezing or refrigeration does not destroy the organism and once food is placed in a warmer spot growth can occur.

Wash all fruits and vegetables before placing in refrigerator. Tops of cans should be washed before opening.

If a canned food shows any sign of spoilage - bulging ends, leakage, spurting liquid, off odor or mold - do not use it. Do not even taste it.

Clean up spilled food immediately. Be sure to use different sponges or cloths for the table and floor or chairs.

All food items should be stored separately from non-food items. All cleaning supplies and other poisonous materials must be stored out of reach of children and separate from food, dishes and utensils.

FOOD PREPARATION AND HANDLING

You can cook frozen meat, poultry or fish without thawing but you must allow at least 1½ times as long to cook as required to be sure the center of the meat is properly cooked.

Frozen foods that must be thawed before preparation should be thawed in the refrigerator or quick thawed in plastic bags under cold running water for immediate preparation. DO NOT thaw by allowing to stand at room temperature.

Never allow hot foods to cool slowly to room temperature before refrigerating. The slow cooling period provides providers an ideal growth temperature for bacteria.

If enough food is prepared to offer seconds to the children, it should be held in the kitchen at safe temperatures (40°F or below for cold food, 140°F or above for hot food) for refilling serving bowls as needed.

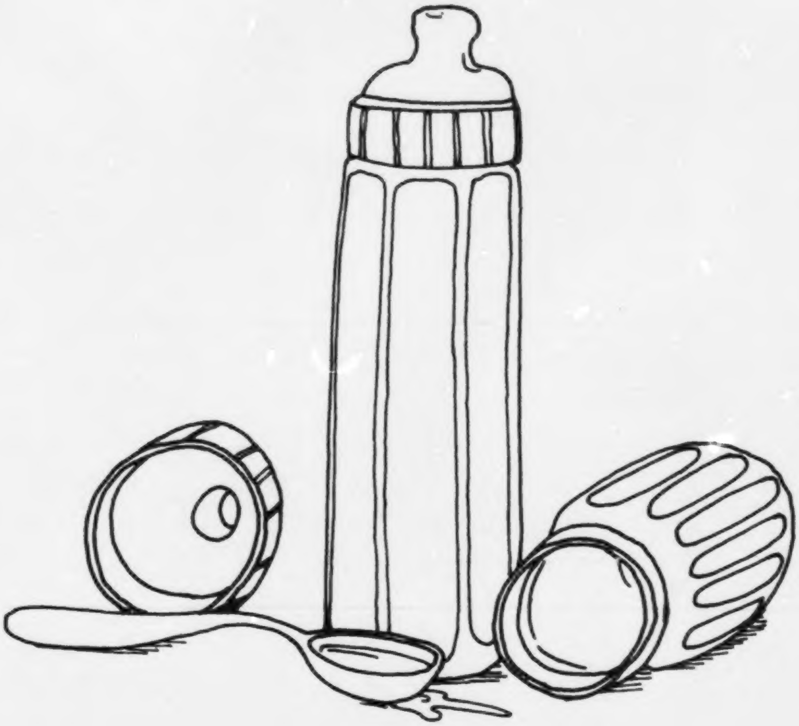
Leftovers or prepared casseroles should not be held in the refrigerator over two days. Freeze if you want to keep them longer than this.

You may safely refreeze frozen foods that have thawed if they still contain ice crystals or if they are still cold - about 40°F and have been held no longer than 1 or 2 days at refrigerator temperature after thawing. If the odor or color of any food is poor or questionable do not taste it, throw it out; the food may be dangerous. (If you are sick you can't be a Day Care Mom.)

INFANT

FEEDING

GUIDELINES



FORMULA

1. Always wash your hands with soap and water before feeding an infant.

2. Newborn babies usually eat 3 to 4 ounces of formula every 3 to 5 hours. This averages 5 to 6 feedings every 24 hours. Do not give more than 32 ounces of milk a day.

3. Cover opened cans of liquid milk or formula and keep in the refrigerator not longer than 24 hours. Store all bottles of formula in the refrigerator.

4. In warm weather you may wish to offer the baby water -- about 3 or 4 ounces a day.

    a. Do not offer water before the baby's feeding; he may be too full to drink his formula. Offer water between meals.

    b. Do not add sugar to the water.

5. Skim milk should not be used for formula preparations. Skim milk does not have enough calories or essential fatty acids needed for growth and development.

6. Formula may be fed at refrigerator temperature or lukewarm as preferred by the baby.

7. Relax. Take your time feeding the baby. Feeding should take 15 to 30 minutes. Do not prop the baby's bottle.

8. Formula left in the bottle after a feeding should be thrown away.

CEREALS

Cereals may be started around 4-6 months. Remember:

1. To avoid possible reactions, such as diarrhea, vomiting, coughing, and rash offer single-grain baby cereals such as rice, oat or barley first. Wait until age 6 months to give wheat, mixed cereal, hi-protein cereal and cooked cream of wheat.
2. Measure 1 teaspoon of cereal and mix with 2-3 tablespoons of lukewarm formula; make it thin. As the baby gets older you can make it thicker.
3. When feeding the baby, put a very small amount of cereal on his tongue or let him suck from the spoon. He may not take much at first. The baby will suck the food from the spoon and food will come out of the mouth. This is normal. It does not mean that the baby does not like the taste; it means the baby has not developed the ability to use his tongue to swallow food offered on a spoon.
4. Use the dry-pack cereal in the box rather than wet-pack in a jar. The iron content is much higher in the dry-pack.
5. Never add sugar or salt to cereal.
6. Do not put cereal in the bottle with the formula. Feed from a spoon.

TIPS FOR ADDING FOODS TO BABY'S DIET

1. Offer 1 teaspoon or more of the new food at a feeding. Everyday give a bit more until he takes a tablespoon or 2 at a feeding.
2. Try the same food for 4 to 5 days. Watch for any allergic reactions such as diarrhea, vomiting, coughing and rash.
3. Offer no more than 2 new foods in five days.

SPECIAL NOTES

1. At each meal take out of jar only what you think baby will eat. Do not feed directly from the jar! And throw away opened jars of baby food after 2 days. Refrigerate unused portions.
2. Do not urge baby to eat too much. Twenty minutes is a good length of time for a feeding.

STRAINED FOODS

After cereals are introduced most babies are ready to start strained foods around 5 to 7 months.

1. Vegetables

   Offer unsalted strained vegetables one at a time. Yellow vegetables such as carrots, squash or sweet potatoes are often liked better at first. Later add greens. Try preparing your own baby foods. Extra fat and salf are not needed. Just add milk or water. Strain through a clean strainer or puree in a blender. (See "Recipes for Home-Prepared Infant Foods.")

2. Fruit juice

   Strained fresh, canned or frozen juice or fruit juice with Vitamin C added may be used. Serve apple, prune or grape juice first, no orange juice until after 6 months old. Mix 1 ounce of juice with 1 ounce of water. Gradually use more juice and less water until the baby is getting 2-3 ounces of pure juice each day at 6 months. Do not use fruit-flavored drinks such as Kool-aid, punch or pop.

3. Water

   Offer water between meals after 6 months of age -- to use as a "thirst quencher" instead of liquids that contain sugars.

4. Fruit

   Offer strained fruit (unsweetened) like applesauce, pears, peaches or home-mashed bananas. Strain through a clean strainer or puree in a blender.

Never add sugar or salt to baby's food.

OTHER FOODS

Around 7 to 9 months you may now offer:

1. Egg Yolk

   Use the yolk only. Mash hard cooked yolk with a fork and mix with a little milk, formula or cereal. Do not feed the egg white until the baby is 10-12 months because of the chance of an allergic reaction. Begin with ½ to 1 teaspoon of egg yolk and increase until the whole yolk is eaten.

2. Strained Meats

   Begin with one teaspoon and gradually increase until the baby is eating about ½ jar at a feeding. Use plain, strained lamb, beef, veal or chicken or liver. Do not use "dinners." Vegetable-meat mixtures and baby dinners do not contain much meat and are expensive. The vegetable meat mixtures and dinners contain less iron and are higher in calories than the pure strained meats.

   Dried beans are a good substitute for meat. Cook the beans until soft. Do not add soda, chili, lard or other fat, or salt. Put the cooked beans through a sieve to remove the skins. Thin with the pot liquid (bean juice). Offer the same amount as meat.

TABLE FOODS

1. Offer small amounts of food. Do not offer more than the baby can eat.

2. Offer new foods one at a time and wait four days after a new food has been given for signs of a reaction. Common signs are a rash, hives, gas, vomiting or diarrhea. Common food offenders are orange juice, egg white, chocolate, nuts, berries, sea food, green beans and green leafy vegetables. If a reaction occurs wait 1-2 months and then try again. A doctor should be consulted if symptoms continue.

3. Start with easy-to-mash food such as cooked potatoes and cooked carrots and then add other cooked vegetables and cooked or canned fruit.

4. Make sure the food is not too hot. It may be served warm or cold.

5. The toddler's food may be lightly seasoned but do not add large amounts of salt, sugar, pepper or other seasonings.

SELF-FEEDING

Baby will start feeding himself by picking up his food with his fingers. Encourage him to do this by giving small pieces of tender meat, chicken, cooked vegetables and peeled fruit.

Let baby hold a spoon as you are feeding him (a small plastic picnic spoon is a good size). Put a small amount of food on the spoon and show him how to put it in his mouth. Expect baby to be "messy" while he is learning self-feeding. If you don't let him try to feed himself he may get the idea that the job is yours longer than you may like.

DECREASE IN APPETITE

Towards the end of the first year baby will stop growing so rapidly and the appetite will decrease. You will notice that baby will not drink as much milk, may not like many vegetables and may seem to have many likes and dislikes. This period may last only a few months or may last several years (until school age). He should not be coaxed to eat more than he wants or needs. Forcing a child to eat may cause feeding problems later on. A fat baby is not a healthy baby.

FOODS NOT TO FEED BABY

Potato chips
Berries
Corn
Small candies
Nuts
Raw peas
Chocolate

Popcorn
Pastry
Cookies
Cake
Candy
Sweet drinks

Other highly sweetened foods
Raw carrots (because they may cause choling)
Raw apples (but raw apple scrapings and soft mealy apples can usually be digested well)

Keep baby's food simple: No added salt, spices, sugar, grease or fats.

This material has been reviewed by Dr. Roy F. House, Jr, Department of Pediatrics, May Clinic, Rochester, Minnesota.

DON'T THROW AWAY YOUR DAY CARE PROFITS BY THE SPOONFUL!

Let's Cut Food Costs

Plan menus using the USDA meal patterns.

Check supplies on hand and buy only what you need for the menus.

Stop while shopping to figure the cost per serving of all food. Comparative shopping is time well invested.

Check store ads to see what the specials for the week are.

Purchase store brands instead of national brands. The nutritional value is usually equal but prices are lower on the store brands.

Don't spend unnecessarily on top grades of meat. It usually means less protein and more fat per pound.

Clip and use coupons. Shop with a list and stick to it. Buy case lots.

Check your impulses to pick up goodies (candy, gum) while waiting in the checkout line.

Don't write a check or get money out of your purse as groceries are totaled. Watch the cash register.

Remind the checker of the price quoted in the ads.

Pay attention to unit pricing for cost per measure. Large sizes are often, but not always, the least costly per ounce or serving of food.

Recognize the influence of the design and color of the package. Attractive packages may add to the price.

Remember that trading stamps, give aways and gifts are costing you money.

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Try to shop as infrequently as possible. Daily trips to the store cost time and money.

Traveling around to several stores to pick up the week's best buy costs you time and gasoline. Check to see if the savings are worth it.

Try to avoid prepared foods such as breaded fish or meat, or seasoned meat extenders and ready-to-eat frozen foods.

Over buying so that fresh food spoils is expensive. If you haven't proper storage for large quantities the food quickly loses nutritional value.

Use leftovers in ways that are exciting, interesting and appealing to the children. Don't leave leftovers in the refrigerator until they dry out.

Don't peel or throw away edible portions of food as broccoli stalks, thick potato peelings, dark lettuce leaves; these are high in nutrient value.

Learn to get the most out of your kitchen appliances for more variety and better quality meals. Pressure cookers and crock pots are great to use for cooking less expensive foods.

Grow your own fruits and vegetables or buy them when they are in season.
Can or freeze for use during the winter and spring.
Meat may be purchased in large quantities when on sale and frozen.
Be sure to use these products before the nutritional value is lost or the cost of canning or freezer operation adds undue cost to the food.

Don't leave groceries in the car as you continue shopping. Make the grocery store your last stop before home.

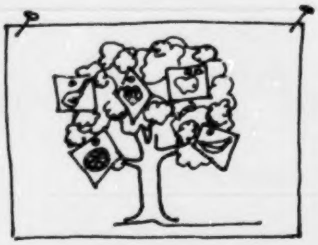
Put fresh groceries away as soon as you get home.

Look for specials in frozen and canned goods during the late summer and early fall months.

Don't shop when you are hungry.

Whenever possible, shop alone! Taking children or friends usually means spending more money. The longer you stay in the grocery store the more money you will spend. Get in and out quickly.

ACTIVITIES
FOR
CHILDREN



Make a fruit tree bulletin board using magazine and/or drawn pictures.

Have children help plan meals and prepare food.

Create a grocery store using empty cans, cartons and boxes. Foods may be purchased with play money.

Have children select a balanced meal using pictures cut from magazines. Paste the final balanced meal on paper plates.

Have children close their eyes and then taste a fruit or vegetable. If they correctly identify the item continue with other items until they guess incorrectly.

What Fruit or Vegetable Am I? Name one child as "It." It makes statements such as "I am green; I crunch", etc. If a child guesses after 5 guesses what fruit or vegetable "It" is, he becomes "It."

What am I? Pin pictures of food on the back of a child. He asks questions that can be answered yes or no until he identifies the picture.

The sense of taste: The tongue can sense four basic tastes; let everyone experience all four: Bitter - unsweetened chocolate; Sour - lemon juice or wedges; Salt - salt on a spoon; Sweet - sugar cube.

Foods change depending on how they are treated. Ask questions about what happens to the egg when added to a cake, popcorn is heated, fruit juice if put into the freezer.

Puppets:

a. Peanut shells with drawn or painted faces stuck on fingers.

b. Citrus puppets: remove contents of grapefruit or orange; keep rind whole if possible; draw a face on one side. Put several fingers or hand in the holes, cover hand with scarf.

c. Have cut holes for head and arms in large paper bags or boxes. Let children draw, color or paint faces of what food they want to be.

d. Have children draw face on the bowl of a wooden spoon.

Make vegetable or fruit prints. Cut thick slices of foods such as potatoes, oranges, turnips or apples. Children may cut designs into the slice. Dip into thick tempera paint. Print on paper or cloth. Children will probably "taste" the food items so have some extras.

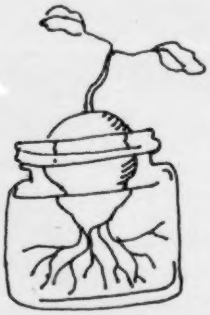
Using pictures cut from magazines, have each child select his favorite "healthy" foods. Make mobiles by punching holes in the food picture and tie string or yarn to the picture and to a hanger. Ask questions either individually or in small groups about the foods chosen. Empty boxes or cans would also work for making good food mobiles.

Dry fruit: Give each child a piece of fresh raw carrot or apple. Put it on a piece of paper and have him draw around it. Place in the sun and observe for several days. Discuss what happens.

Give each child 2 dried prunes or apricots. Soak overnight. The next day have the children compare the dried and soaked fruit.

Color influences how we think food tastes. Using instant mashed potatoes or cold milk color 1/2 of each food blue using food coloring. Have each child taste the blue and the white and decide which tastes better. Let the children discuss why one tastes better.

Serve one food prepared several ways: Cooked and raw carrots; raw apple slices and apple sauce. Do they taste the same? Do the children generally like one form better than another?



Place parsnip, carrot, beet, turnip or radish tops cut with a slice of the vegetable in a shallow dish of water to make a "top" garden.

Both taste and smell are related to how foods taste. Blindfold a child and have him hold his nose. Serve slices of several foods and ask him to identify each. Some foods to use are apples, raw potato, pear, cucumber. Try to make the slices about the same size and shape.

FOOD CARD GAMES

To make cards: Cut several 4" x 6" pieces of cardboard (Use cereal boxes, give boxes, etc.). Using two magazines, find several pairs of matching food pictures from advertisements -- Family Circle and Women's Day often have the same ads in any given month. Attach the food pictures to the cardboard pieces and cover with clear Contact paper. Make six to twelve pairs of cards.

Games:

1. Use the cards for matching.

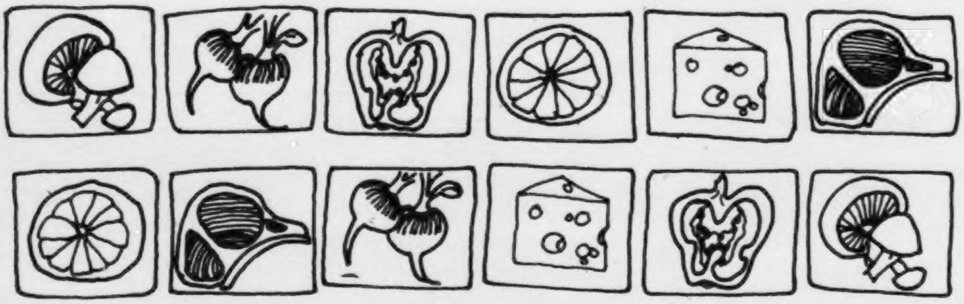
2. Classify the cards according to fruits, vegetables, etc.

3. "Take Away" Begin with just three cards. Place face up on a table. Child should close eyes while you remove one card. Ask "which card is missing?" Increase number of cards for older children.

4. "Concentration" Place all cards face down. The first player picks two cards, turns them face up so everyone can see and then replaces them face down (if they don't match). The next player does the same. Eventually two cards which match will turn up. If the children "concentrated" they will remember where the matching cards are on the table. The winner is the one with the most matches.

5. "Pick Up" Place all cards on the table face up. Giving the child directions, ask him to pick up a fruit, vegetable, etc. Or ask him to pick up a card that "rhymes with _________." Have him pick out cards he thinks would make a good dinner. The variations can be endless!

6. "Go Fish" Shuffle cards and deal 3 to each of two players. The rest of the cards go in the fish pond. Player #1 asks for a card that matches one in his hand. If Player #2 has that card he gives it to Player #1 and he gets another turn. If Player #2 doesn't have the card he says "Go Fishing" and Player #1 takes the top card from the fish pile. If he gets the card he lays the pair on the table and gets another turn. If he doesn't get his match it is Player #2's turn to ask for a card. The winner ends up with the most matches.



20 DAY MIX-n-MATCH LUNCH MENUS

MAIN DISH

- Tacos
- Chili
- Meat Loaf
- Tuna Burgers
- Egg Salad Sandwiches
- Macaroni & Cheese
- Spaghetti & Meatballs
- Cheeseburger
- Hot Dogs
- English Muffin Pizzas
- Fish Sticks
- Toasted Cheese Sandwiches
- Peanut Butter and Banana Sandwiches
- Cheese and Tomato Sandwiches
- Ham Sandwiches
- Chicken or Turkey Salad Sandwiches
- Bologna and Cheese Sandwiches
- Tuna Salad Sandwiches
- Cream Cheese and left over meat slices
- Chicken drum sticks

VEGETABLES*

- Green Peppers in Tomato Sauce
- Cabbage Slaw
- Glazed Carrots
- Celery Sticks
- Buttered Broccoli
- Green Peas
- Savory Peas and Carrots
- Cauliflower
- Brussel Sprouts in Cheese Sauce
- Cucumber coins
- Tossed Spinach Greens
- Cherry Tomatoes
- Seasoned Green Beans
- Asparagus with Croutons
- Buttered Green Limas
- Harvard Beets
- Vegetable Medley
- Summer Squash
- Cottage Fried Sweet Potatoes
- Salad or Potato French Fries

FRUIT

- Purple Plums
- Nectarines
- Pears
- Cranberry Sauce
- Canned Apricot Halves
- Honeydew Melon
- Grapefruit
- Dark Sweet Cherries
- Cantaloupe
- Oranges
- Strawberries
- Sliced Peaches
- Raisins
- Pineapple Chunks
- Red Raspberries
- Tangerines
- Bananas
- Baked Apples
- Blueberrries
- Curly Endive

BREAD

- Sour Dough Bread
- Corn Bread
- Bagels
- Date-Nut Bread
- Rye Bread
- English Muffin
- Pumpernickel Bread
- Oatmeal Bread
- Vienna Bread
- Cracked Wheat Bread
- Raisin Bread
- Biscuits
- Syrian Flat Bread
- Italian Bread
- Soft Pretzels
- Rolls
- Blueberry Muffins
- Popovers
- Buns
- Bread Sticks

* Note: Vegetables can be served raw or cooked, peeled or unpeeled, buttered creamed, scalloped with different sauces, baked, French fried, sauted, boiled, mashed, or mixed into salads. Don't let your own dislikes or likes limit your choices! Encourage children to taste new foods.

TAKE YOUR CHOICE: 25 DAYS OF HEALTHFUL SNACKS

* recipe included

	Morning	Afternoon
1.	Rye wafers Orange juice	Saltines Apple rings with peanut butter
2.	Coconut almond cookies* Apple juice	Graham crackers with apple butter Milk
3.	Whole wheat toast Orange-grapefruit juice	English muffins with applesauce Milk
4.	Bagel, cheese & pickle kabobs Tomato juice	Banana-oatmeal cookie* Cucumber coins with cottage cheese
5.	Bran muffins Milk	Carrot Bread* Hot Cocoa
6.	Peanut butter cookies Apple juice	Whole wheat breadsticks Fruit cup
7.	Pumpkin bars* Cucumber sticks	Popovers Yogurt topped with raspberries
8.	Ginger snaps Apple wedges	Corn bread squares Orange, cheese and apple kabobs
9.	Granola Apple cider	Johnny Appleseed Cake* Chocolate milk
10.	Peanut butter and bananas on whole wheat bread, milk	Apricot bread* Pineapple juice
11.	Soft pretzel Orange juice	Walnut Turtles* Pear Slices
12.	Rye Krisp Pineapple chunks	Orange sections Raisin bread
13.	Oatmeal cookie Peach slices	Euphrates cracker Celery logs stuffed with sandwich spread
14.	Cheese-baking powder biscuits Banana slices in orange juice	Date bread Grape juice
15.	Cream cheese mixed with dried chopped apricots on toast strips Apple juice	Peanut butter cookie Frozen cup-a-fruit*
16.	Whole wheat cracker Pineapple chunks dipped in yogurt and rolled in coconut	Rice Krispie bars Milk

17.	Zucchini bread* Banana bits*	Molasses cookies Cantaloupe balls
18.	Peanut butter with grated carrots on French bread, Milk	Doughnut pieces Pineapple juice
19.	Syrian flat bread and butter Orange frosty*	Hard cooked egg slices on sesame crackers Strawberries
20.	Cranberry-banana bread* Chocolate milk	Decorated peanut butter funny face sandwich cutouts Seedless grapes
21.	Cinnamon toast Mandarin orange slices	Banana bread Hot chocolate
22.	Do-it-yourself-cereal* Milk	Whole wheat buns Apple wedges
23.	Skillet cookies* Fruit cup	Surprise cresents* Apricot halves
24.	Cinnamon graham squares Grape juice	Blueberry muffins Tangerines
25.	Cracked wheat bread with apple butter Nice-n-icy*	Cream cheese mixed with crushed pineapple on graham crackers Milk

COCONUT ALMOND COOKIES

1 cup margarine
¼ tsp. salt
1 cup powdered sugar
1 tsp. almond extract
1 cup shredded coconut
2¼ cups enriched flour
3/4 cup ground almonds

Mix all ingredients together in order except for the powdered sugar. Chill dough overnight. Form into cresents. Bake at 325° for 18-20 minutes on an ungreased cookie sheet. Cool. Sprinkle with sugar.

CARROT BREAD

1½ cups sugar
2 cups raisins
3 cups shredded carrots
3 Tbsp. shortening
½ cup cold water
2 tsp. cinnamon
1 tsp. nutmeg
1/3 tsp. cloves
½ tsp. salt

Boil above for 5 minutes. Cool and add the following:

2 cups flour
1 tsp. baking powder
1 tsp. vanilla
1 slight tsp. baking soda
1 cup nuts (optional)

Bake in 2 greased loaf pans for 1 hour at 350°.

PUMPKIN BARS

4 eggs
1 cup salad oil
2 cups sugar
1 15 oz. can pumpkin

Mix above ingredients in a large bowl. Sift the following and add to the above and stir.

2 cups flour
2 tsp. baking powder
1 tsp. soda
½ tsp. salt
2 tsp. cinnamon
½ tsp. ginger
½ tsp. nutmeg
½ cup chopped nuts

Mix well and pour into greased and floured 10"x15"x1" cookie sheet. Bake at 350° for 25-30 minutes. Dust with powdered sugar.

BANANA-OATMEAL COOKIES

1 cup sugar
1 egg
3/4 cup margarine

Cream until light and fluffy. Beat in 1 cup mashed ripe bananas. Gradually add:

1 tsp. vanilla
1½ cups flour
1 tsp. salt
½ tsp. baking powder
3/4 cinnamon
1½ cups raw quick cooking oats

Refrigerate 30 minutes. Drop on lightly greased cookie sheets. Bake at 400° for 12-15 minutes.

JOHNNY APPLESEED CAKE

(Mix with a spoon, or lots of little spoons. Mix in pan used to melt butter.)

½ cup oleo or margarine
1 3/4 (1 lb. can) sweetened applesauce
2 cups all-purpose flour
1 cup sugar
1 tsp. salt
1 tsp. soda
1 tsp. cinnamon
½ tsp. nutmeg
¼ tsp. cloves
1 cup chopped nuts (optional)
1 cup raisins

Generously grease bottom only of 9" square pan. In large saucepan combine oleo and applesauce. Place over medium heat until butter melts, stirring occasionally. Remove from heat; blend in remaining ingredients until well combined. Pour batter into prepared pan, spreading to edges. Bake at 350° for 30-35 minutes. Serve warm or cold.

APRICOT BREAD

1 cup sugar
2 Tbsp. margarine
1 egg
¼ cup water
½ cup orange juice
2 cups flour
¼ tsp. baking soda
½ tsp. salt
2 tsp. baking powder
1 cup dry apricots

Cut up dry apricots and soak in hot water for ½ hour. Mix sugar, oleo and egg. Stir in water and orange juice. Fold in dry ingredients and apricots. Line loaf pan with waxed paper and grease the waxed paper. Pour batter in pan and let stand about 20 minutes to settle. Bake at 350° for 55-65 minutes.

WALNUT TURTLES

2 oz. (6 Tbsp.) cream cheese (or use Cheez Whiz and omit cinnamon & honey)
12 walnut halves
1 tsp. milk
1/8 tsp. cinnamon
1/2 tsp/ honey
12 small rye, whole wheat or sesame seed creackers
30 raisins

1. Soften cream cheese at room temperature. Add milk, cinnamon and honey.
2. Set out 12 crackers on the plate.
3. Shape the cheese mixture into 12 balls, each about marble size. Place a cheese ball on each cracker.
4. Press a walnut half onto the top of each cheese ball.
5. Use the raisins to make the heads and feet of the walnut turtles.

CRANBERRY-BANANA BREAD

1/3 cup shortening
2/3 cup sugar
2 eggs
1 3/4 cups sifted flour
2 tsp. baking powder
1/2 tsp. salt
1/4 tsp. soda
1/2 cup chopped walnuts (optional)
1 cup mashed bananas
1 cup canned cranberries in sauce

Cream shortening with sugar, add eggs one at a time, beating well after each addition. Sift dry ingredients together, add nuts, add flour mixture alternately with mashed bananas to creamed mixture, beating well after each addition. Fold in cranberries. Pour into greased 8½x4½x2½" loaf pan. Bake at 350° for 60-65 minutes until done. Cool before slicing.

DECORATED PEANUT BUTTER FUNNY FACE SANDWICH CUTOUTS --

Use cookie cutters to cut shapes from bread, spread with peanut butter and use raisins, nuts, cherries, cheese, grated carrots, etc. to make "funny faces." Let the kids help make them.

ZUCCHINI BREAD

3 eggs
2 cups sugar
2 cups zucchini, peeled and grated
1 cup salad oil
3 cups flour
3 tsp. vanilla
1 tsp. salt
1 tsp. soda
½ tsp. baking powder
3 tsp. cinnamon
nuts (optional)

Bake 1 hour, 15 minutes in 325° oven, in 2 loaf pans.

DO-IT-YOURSELF-CEREAL

1 cup quick cooking oats
1/2 cup wheat germ
1/2 cup dried apricots
1/2 cup chopped nuts
1 cup wheat flakes or wheat puffs
3/4 cup raisins

Cut apricots in small pieces. Place all ingredients in bowl and mix well. Store in covered container in refrigerator. Keeps several weeks.

SKILLET COOKIES

2 Tbsp. oleo
1 cup pitted dates, cut up
1 cup sugar
2 eggs
3 cups Rice Krispies
1/2 cup chopped nuts and coconut

Preheat skillet to 250°. Melt butter, add dates, sugar and eggs. Continue cooking and stirring constantly until mixture forms a ball between 15-18 minutes. Turn off heat, coll slightly and stir in Rice Krispies and nuts. Shape into a roll. Roll in coconut. Wrap in wax paper and refrigerate. To serve, cut in 1/4" slices. Makes about 5 dozen cookies.

SURPRISE CRESENTS

1 pkg. refrigerated cresent rolls
fillings: Raisins, wheat germ or other dry cereal, finely crushed nuts, coconut, etc.

Seperate triangles of dough. Let children choose fillings. Roll up and place lightly on greased baking sheet. Bake according to directions on package.

ORANGE FROSTY

8 ozs. cold milk
3 Tbsp. frozen orange juice concentrate
shredded coconut
cinnamon

Place milk and o.j. concentrate in blender and run at medium speed. Pour the mixture into an ice cube tray and freeze about 2 hours or till firm. Spoon into dessert dishes or cups, sprinkle with a little shredded coconut and cinnamon and serve.

FROZEN CUP-A-FRUIT

You will need: Three 5 oz. plastic cups, wooden or plastic spoons or popsickle sticks
a 1 lb. can of your favorite fruit, packed in natural juices

1. Pour fruit and juice into blender and run at medium speed until it looks like a smooth, thick soup.
2. Fill each cup to 1/4" below the top and place in freezer.
3. After about 1 hour, push a wooden stick into the center of each cup and return to freezer.
4. After about 3 hours, take out of freezer, warm between hands and pull out of cup to eat.

BANANA BITS

2-3 bananas
3 Tbsp. honey
1 Tbsp. wheat germ
3 Tbsp. chopped nuts

1. Peel bananas and slice into 1" chunks. Cover cookie sheet with aluminum foil and put honey in shallow dish. Mix wheat germ with chopped nuts and sprinkle on waxed paper.
2. One at a time, dip the banana chunks in the honey, then roll them in the chopped nuts and wheat germ and place them on the cookie sheet.
3. Set cookie sheet in freezer for about 1 hour or till chunks are hard, then put in a plastic bag and keep bag in the freezer.

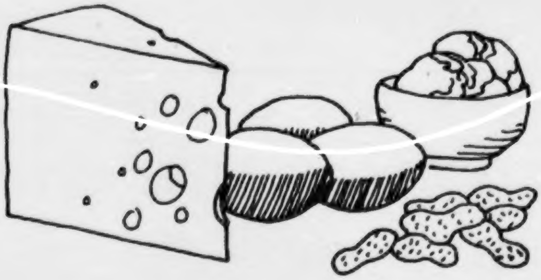
NICE-N-ICY

2 cups crushed ice
1 6 oz. can unsweetened frozen juice concentrate

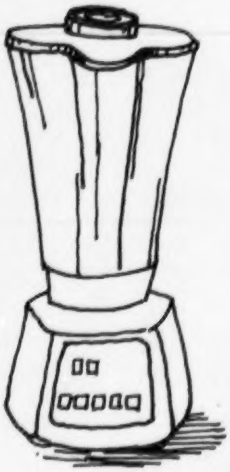
Crush ice in blender. Add juice, cover blender and run at medium speed till it looks snowy. Spoon mixture into cups or scooped out orange shells. Serves 4.

The following are excellent additions to the snacks but do NOT count towards meeting the snack requirement:

- Cheese
- Yogurt
- Pudding
- Cottage Cheese
- Eggs
- Ice Cream
- Milk Shakes
- Plain Jello
- Luncheon Meats
- Nuts
- Peanut Butter
- Peanuts



HOME MADE BABY FOODS



Preparing food for the day care baby, and being reimbursed for the costs, is one way of aiding the low-income parent. If you are preapring foods for the other children that are suitable for baby food you will not add greatly to your food bill.

You can use a blender, food mill, or baby food grinder. Each will give you a slightly different texture so you may have to experiment to find the texture best suited to your baby.

You can keep the food in the refrigerator for 2 to 3 day. To keep longer store in a freezer. Frozen baby food will keep at 0° F for a month.

You can freeze small quantities in plastic ice cube trays or drop by spoonfuls on a cookie sheet. Thranser the frozen cubes or drops to plastic freezer bags, seal tightly, and return to the freezer. You can use small jars or one-half pint canning jars to store baby foods in the freezer also.

Cleanliness is next to Godliness, especially when preparing baby foods. Be sure your hands, fingernails, utensils, and work area are all thoroughly clean.

Fruits and Vegetables

Cook; steaming is best as the vitamins, minerals, flavor and color are best preserved with this method.
Do not add salt or sugar.
Puree in blender, food mill or baby food grinder.
Use immediately, refrigerate or freeze.

Meat

Do not use leftovers.
Do not use salt or seasonings.
If cooking just for baby trim off fat and cook over low heat with a small amount of water till tender.
Puree or chop meat.

Basic Recipe for a Baby Dinner

1 cup cooked, cubed meat
2/3 cup cooked vegetables
1/2 cup cooked rice, noodles, macaroni or refined cereal
1 cup liquid (milk, juice from cooking meat, juice from vegetables, or a combination of all three)

For additional information and recipes read *Feed Me! I'm Yours* by Vicky Lansky.

A GUIDE FOR PLANNING DAILY FOOD NEEDS

USING FOOD PRODUCTION RECORDS

You may want to use the FOOD PRODUCTION RECORD as a worksheet in planning for the correct quantity of food to prepare to meet the portion size requirements of the children you are serving. You can use this information to adjust "grandma's recipes" (a pinch of this . . . a dash of that) to fit the portion requirements before you add the recipe to your collection of kid-tested recipes.

Here are some suggestions for "standardizing" your recipes:

Make notes on your recipes to help you produce the same high quality dish each time.

- Which children especially liked it, which did not
- spices or seasonings you might add more or less of
- any adjustments in mixing, baking time, oven temperature, or pan size that makes it more appealing
- changes in amount of meat, fruit, or vegetables necessary to serve children
- colorful garnishes or go-withs that are nice to serve

The following tables will

- help you plan minimum portion sizes for serving children in various age categories
- help you plan as closely as possible the amounts needed to avoid leftovers or shortages that require fast additional preparation

HOW TO USE THE FOOD PRODUCTION RECORD

1. Record the foods and the total amounts prepared. In cases of a mixed dish list the principle ingredients.

2. Record the # of servings needed.

Example: Beef Stew (4 children, ages 3 to 6)
1/2 lb. stew meat (1 lb. yields 8 servings)
1/2 lb. potatoes (1 lb. serves 8 children)
1/2 lb. carrots (1 lb. serves 8 children)

If too much food is being prepared the quantities may be adjusted downward. Conversely, if not enough food is being served to meet minimum requirements or the children's appetites the quantity prepared must be adjusted upward. The FOOD PRODUCTION RECORD can help you serve the children amounts necessary without too many leftovers for you.

How much food should I purchase to make sure that I will meet USDA portion size requirements for the children I care for?

Meat, Poultry, and Fish

The amount of meat, poultry, and fish to buy varies with the amount of bone, fat, and breading. A serving for children age 3-6 is 1½ ounces of cooked, lean meat, poultry, or fish.

Meat	# of servings per pound
Ground meats	8
Stew meats	8
Liver	8
Round Steak	6
Center cut ham slices	6
Boneless leg of lamb	6
Blade chuck roast	4
Rib Steak	4
Pork Chops	4
Spare Ribs	2
Short Ribs	2
Poultry (ready to cook)	
Chicken	5
Turkey	5
Duck and Goose	4
Fish	
Whole	3
Dressed	5
Steaks	6
Fillets	6 or 7

Vegetables and Fruits

(Remember to serve 2 or more kinds at lunch/supper) A vegetable serving is ¼ cup cooked vegetable at lunch or supper unless otherwise noted. A serving of fruit is ¼ cup fruit. At breakfast or snack, a serving of fruit or vegetable for age 3-6 is ½ cup.

Fresh Vegetables	Servings per pound (as purchased)	
	Lunch/Supper ¼ cup servings	Breakfast/Snack ½ cup servings
Asparagus	6- 8	3-4
Beans, lima	4	2
Beans, snap	12	6
Beets, diced	8	4
Broccoli	6- 8	3-4
Brussels Sprouts	8-10	4-5

	Servings Per Pound	
Fresh Vegetables	Lunch/Supper ¼ cup servings	Breakfast/Snack ½ cup servings
Cabbage		
raw, shredded	19-20	9-10
cooked	8-10	4- 5
Carrots		
raw, diced or shredded	10-12	5- 6
cooked	8	4
Cauliflower	11-12	5- 6
Celery		
raw, chopped, or diced	10-12	5- 6
cooked	8	4
sticks	16	8
Cucumbers	9-10	4- 5
Parsnips	10	5
Peas in the pod	4	2
Potatoes	8	4
Spinach	20-30	10-15
Squash, summer	6- 8	3- 4
Squash, winter	4- 6	2- 3
Sweet potatoes	6- 8	3- 4
Tomatoes, raw, diced, or sliced	8	4
Dry Vegetables		
Dry beans	22	11
Dry peas, lentils	20-22	10-11
(3/8 cup can replace 1 serving of meat)		
Fresh Fruit	¼ cup servings	½ cup servings
Apples	6- 8	3- 4
Bannanas	6- 8	3- 4
Peaches	8	4
Pears	8	4
Plums	8	4
Apricots	10-12	5- 6
Cherries, sweet	8 or 9	4 or 5
Grapes, seedless	10-11	5- 6
Pineapples	6	3
Blueberries	10-11	5 to 6 per pint
Strawberries	17	8 or 9 per quart
Raspberries	10	5 per pint
Blackberries	17-18	18-19 per quart
Frozen Vegetables - Servings per package (9 or 10 oz.)		
Asparagus	4- 6	2- 3
Beans, lima	6- 8	3- 4
Beans, snap	6- 8	3- 4
Broccoli	5- 6	2- 3
Brussels Sprouts	6- 7	3- 4
Cauliflower	6	3
Corn, whole kernel	6	3
Peas	6	3
Spinach	4- 6	2- 3

Canned Vegetables - Serving per can (16 oz.)

	¼ cup servings	½ cup servings
Most vegetables	6- 8	3- 4
Greens (such as kale or spinach)	4- 6	2- 3

Canned Fruit	(Servings per 16 oz. can)	
Served with liquid	8	4
Drained	4- 6	2- 3

Frozen Fruit	(Servings per 10-12 oz. package)	
Blueberries	6	3
Peaches	4	2
Raspberries	4	2
Strawberries	4	2

Dried Fruit	(Servings per 8 oz. package)	
Apples	16	8
Apricots	12	6
Mixed fruits	12	6
Peaches	14	7
Pears	8	4
Prunes	8-10	4- 5

Enriched and whole grain Bread and Cereal Products

A serving is ½ slice bread, 1 roll, or ½ hamburger bun. For other serving sizes, see list of acceptable bread and bread products. For cooked cereals, a serving is 1/3 cup or ½ oz. A serving of ready-to-eat cereal is 1/3 cup or ½ oz. for age 3-6.

Milk and Milk Products

Provides most of the calcuim which is needed for bones and teeth. Also, Riboflavin, Protein, Vitamin D (if fortified), Vitamin A, phosphorous, and other nutrients. A serving is 6 fl. ounces (3/4 cup) milk, or 1½ ounces cheese, or scant ¼ cup cottage cheese. To learn the number of servings per package:

- Read package label to see if the serving size and number of servings have been defined by the processor.
- Or, note the package size; calculate number of servings in package using the above definitions of a serving.

  Example: 6 oz. of milk equals one serving, and there are 64 ounces in ½ gallon of milk. So you get about 10 servings from a ½ gallon or 21 servings from 1 gallon of milk.

Full-Strength Fruit and Vegetable Juices

A serving at breakfast or snack for age 3-6 is ½ cup. A serving at lunch or supper is ¼ cup full-strength juices. You may substitute ¼ cup juice for ¼ cup fresh fruit or vegetable.

Example: 4 oz. of juice equals 1 serving and there are 32 ounces in 1 quart or 16 servings from ½ gallon of juice $\frac{32 \text{ oz.}}{4 \text{ oz.}}$ = 8 servings juice.

RESOURCES

A Sponsor who does not have a staff nutritionist will have to rely on outside resources to provide nutrition training for Providers. Potential people to contact are listed here as suggestions.

State Agency dietitian
Home Economics instructor from local high school or college
School food service dietitian
Agriculture Extension Service home economist
Local housewife with degree in home economics
Dietitian from local hospital or clinic
Public health nutritionist in stae or county health departments
Member of state or local dietetic association or home economists' association

Listing of resources for audio-visual materials, books and training materials are provided for your use.

Cooking Guides for Children

Cooking and Eating With Children - A Way to Learn
Association for Childhood Education, international
3615 Wisconsin Ave. N.W., Washington D.C. 20066

Cool Cooking for Kids - Recipes and Nutrition for Preschoolers
Pat McClenahan and Ida Jaqua
Fearon Publishers, Inc.
6 Davis Drive
Belmon, Calif. 94002 1976

Crunchy Bananas and other great recipes kids can cook
Barbara Wilms
Sagamore Books
Salt Lake City, Utah 1975 111 pp.

Fixing and Eating -- food activities for young children
Harriet A. Stevens
Campus Stores
The University of Iowa
17 West College St.
Iowa City, Iowa 52242 1974 111 pp.

Food for Little People
Department of Public Health
2121 McKinley Avenue
Berkley, Calif. 94703 $1.00

The How to Grow and Cook It Book of Vegetables, Herbs Fruits and Nuts
Jacqueline Heriteaw
New York: Hawthorne Books, Inc. 1970 299 pp.

I Am a Cook Book
Em Riggs and Barbara Darpinian
J.P. Tarcher, Inc.
9110 Sunset Blvd.
Los Angeles, Calif. 1975 103 pp.

The Kids's Cookbook
Patricia Barrett and Rosemary Dalton
Nitty Gritty Production
P.O. Box 5457
Concord, Calif. 94524 1973 183 pp.

Love at First Bite - Snacks and Mealtime Treats the Quick and Easy Way
Jane Cooper
Alfred A. Knopf, Inc.
New York, N.Y. 1977 93 pp.

Mother -- Child Cook Book
Nancy J. Ferreira
Pacific Coast Publishers
Menlo Park, Calif. 94025 1969

The Munchy, Crunchy, Healthy Kids' Snack Book
Roz Abish and Roche Kaplan
Walker Publlishing Co.
New York, N.Y. 10019

General Information Sources

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

American Dietetic Association
430 North Michigan Avenue
Chicago, Illinois 60611

American Home Economics Association
2010 Massachusetts Avenue, N.W.
Washington, D.D. 20009

American Medical Association
Order Department
535 North Dearborn Street
Chicago, Illinois 60610

American School Foodservice Association
4101 East Eliff Avenue
Denver, Colorado 80222

Nutrition Today

101 Ridgley Avenue
Annapolis, Maryland 21404

Tummy Yummers
Child Nutrition Section
Minnesota State Department of Education
550 Cedar St.
St. Paul, MN 55101
For Sponsors of Child Care Food Program; menu ideas, program information, etc.

U.S. Department of Agriculture

Consumer Food Economics Research Division
Agricultural Research Service
Washington, D.C. 20250

Extension Service/Home Economics
U.S. Department of Agriculture
Washington, D.C. 20250

Children's Foundation
1028 Connecticut Avenue, N.W.
Washington, D.C. 20036 Phone: 202-296-4450
Provides information on various child feeding programs, serves as an advocate. Write for specific information and ask to be placed on their mailing list.

CNI Weekly Report
Community Nutrition Institute
1910 "K" Street, N.W.
Washington, D.C. $20 per year

Summarizes progress of Federal food and nutrition legislation, and provides information about nutrition activities of Federal, State and private agencies.

Food and Nutrition News
National Livestock and Meat Board
444 North Michigan Ave.
Chicago, Ill. 60611

Food Research and Action Center
5 West 43rd St.
New York, N.Y. 10036

Write for information and ask to be placed on their mailing list.

Nutrition News   4 issues a year
National Dairy Council
6300 No. River Road
Rosemont, Illinois 60018

Ask to be placed on their mailing list.

Society for Nutrition Education
2140 Shattuck Ave.
Berkley, Calif. 94701

Published the Journal of Nutrition Education, provides reviews of books, games, articles, etc. on nutrition education materials as well as bibliographies on requested subjects.

Cookbooks

The Story Cookbook
Carol MacGregor
Doubleday & Co., New York   1959

The Pooh Party Book
A. A. Milne
E. P. Dutton & Co., Inc., New York   1971

The Cook Book of Breads
Sunset Lane Books
Menlo Park, California   1973

The Kids in the Kitchen
Lois Levine
The Macmillan Co., New York   1968

The Down to Earth Cookbook
Anita Borghese
Charles Scribner and Sons, New York   1973

The Lucky Cookbook for Boys and Girls
Eva Moore Talwaldis
Scholastic Book Services
Division of School Magazines, Inc.   1972

Kids Are Natural Cooks; Child Tested Recipes for Home and School Using Natural Foods
Parent's Nursery School
Cambridge, Mass. 02138

The Good for Me Cookbook (Ages 3-12)
Karen B. Croft
741 Maplewood Place
Palo Alto, Calif. 94303

Science Experiements You Can Eat
Vicki Cohl
J. B. Lippincott Co.
Philadelphia, Penn.   1973

Films and Slides

Children Can Cook   Filmstrip with record
Bank Street Films
267 West 25th St.
New York, N.Y. 10001 $14

Shows children's involvement with food and nutrition activities as a natural development process with a skilled teacher's direction.

How Children Learn About Food   Slides or Flash Cards
Visual Communication Office
412 Roberts Hall
Cornell University
Ithaca, New York 14850 $4 for 20 slides with guide

Duplicating Services
NYS College of Human Ecology
Ithaca, New York 14850 $3 for 20 flash cards, guide

Pictures depict various situations which may arise when children are eating.

How Food Affects You   Slide set with script
United State Department of Agriculture
Photography Division
Office of Information
Washington, D.C. 20250 $13

For staff and parents, stresses the body's need for key nutrients and how these nutrients are used by the body.

Education Guides

Good Food for Life
M. Schleck. 1973
A 5 unit learning package for teaching basic nutrition
Available from: Washington STATO
University of Washington
411 Hall Health Center 65-15
Seattle, Washington 98105

Good Times With Good Food; Classroom Activities for Young Children Vol. 6, #4, March 1976
A LINC Publication
1001 No. Elm St.
Greensboro, N.C.

Nutrition Education for Children
Oklahoma State Department of Health
Material and Child Health Division
Oklahoma City, Oklahome 73102 $1.00

Information about working with children, all aspects of food services, and other information

Catalogues

Food and Nutrition Information and Educational Materials Center
National Agriculture Library
Room 304
Beltsville, MN 20705   Phone: 301-344-3719

Minnesota Instructional Materials Center (MIMC)
3554 White Bear Ave.
St, Paul, MN
Phone: Metro, 770-3353
Toll free outside of metro area, 800-652-9024
Has audio-visual aids available, short term loan

Nutrition Education Materials Catalogue
Dairy, Food and Nutrition Council of Minnesota
Hillsborough Bldg. No. 1, Suite 220
2353 No. Rice St.
St. Paul, MN 55113   Phone 612-483-2615

Publications of the USDA Food and Nutrition Service (FNS-11)
U.S. Department of Agriculture
available from local Agriculture Extension Office

Index of Distributors

Action for Children's Television
46 Austin St., Newtonville, MA 02160
Nutrition Survival Kit 25¢

American Dietetic Association
430 North Michigan Ave., Chicago, IL 60611
Mealtime! Happy Time! A Guide for Parents

American Institute of Baking
1800 North Manhattan Ave., Manhattan, KS 66502
Bread in the Making 35¢
Food Mobile - Balance Your Meals Each Day 80¢

American Medical Association
535 No. Dearborn St., Chicago, IL 60610
Your Age and Your Diet - Infancy Through Adulthood

American School Food Service Association
4101 East Iliff Ave., Denver, CO 80222
A Cook's Guide to Do-It-Yourself Food Art
16 page booklet of food art recipes for the entertainment and education of children

California Avocado Advisory Board
P.O. Box 2162, Costa Mesa, CA 92626
Discover Avocado, 1 free full color poster

Cooperative Extension Service Expanded Nutrition Program
North Dakota State University
210 Ceres Hall
P.O. Box 516, Fargo, ND 58102
Meals Bingo, for 30 players $1.00

Consumer Information Center
Pueblo, CO 81009
Consumer Information Catalogue
Quarterly catalogue listing Federal publications

CSPI Reports
1757 S St. NW, Washington DC 20009
Creative Food Experiences for Children
has extensive service-resource section

California Tree Fruit Agreement
P.O.Box 5498, Fresno, CA 95825
Free color charts and pictures of fruits

California Table Grape Commission
P.O. Box 5498, Fresno, CA 93755
free color charts

Cornell University
Mailing Room, Building 7
Research Park, Ithaca NY 14830
How Children Learn About Foods -- learning cards
Bradley C. Broccoli; the People's Friends posters $2

Del Monte Kitchens
P.O. Box 673, Maple Plains, MN 55359
large poster and leaflet of Basic 4 food groups
Can Craft, craft ideas using cans

ENEP
Bulletin Room, Department of Public Information
Agriculture Experiement Station, Lexington, KY 40506
Johnny Goes to Nutrition Land, coloring book

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
We Want You to Know About Food Borne Illness
FDC Consumer Memo, free

General Mills Incorporated
Nutrition Department
9200 Wayzata Blvd.
Minneapolis, MN
Meal Planning for Young Children: New Ideas for Building Little Appetites

International Apple Institute
2430 Pennsylvania Ave. NW, Washington, DC 20037
Color chart of 12 apple varieties 45¢

Interharvest Inc.
P.O.Box 2115, Salinas, CA 93901
1 free chart depicting snack ideas for children

The Kitchens of Peter Pan
3327 West 48th Place
Chicago, IL 60632
You and Peter Pan in the Kitchen

Minnesota Dairy, Food and Nutrition Council
Hillsborough Office Bldg. No 1, Suite 220
2353 No. Rice St., St. Paul, MN 55113
phone: 612-483-2615
catalogue of free educational materials for teaching nutrition to young children, excellent resource

Minneapolis Health Department
250 South 4th St., Minneapolis, MN 55420
a wealth of free information, request a list

Missouri Home Economics Association
Mrs. Joyce Taylor
Route #3, Fayette, MO
Teaching the Young Child Good Eating Habits for Life
reference list included

State of Florida
Department of Citrus
The Unhappy Alligator, a puppet show to encourage children to eat a nutritious breakfast; script patterns for puppets and lesson plan included

Sun Graphics
16387 South Pacific Ave., Sunset Beach, CA 90742
My Smile Coloring Book 30¢

Sunkist Growers, Inc.
Consumer Services
P.O. Box 7888, Van Nuys, CA 91409
Lemon Beauty, poster

St. Mary's College Press
Winona, MN 55987
What's In Food, coloring books, games, puzzles, puppets $2.40

United Fresh Fruit and Vegetable Association
1019 19th St. NW, Washington, DC 20036
Fresh Fruits and Vegetables; a Catalog of Education Aids 33 pp.

Yakima Home Economics Association
P.O. Box 2424, Yakima, WA 98902
Four 12 page booklets presenting basic nutrition education concepts 50¢ each
Kim Likes to Eat
Food Helps Kim Grow
Kim Remembers to Wash
Kim Helps Care for Food

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